



## JOB DESCRIPTION

### Project Officer

|                             |   |
|-----------------------------|---|
| <b>Classification:</b>      | Parliamentary Service Level 6, \$86,748-\$98,450      |
| <b>Type of employment:</b>  | Non-ongoing (Life of the 46 <sup>th</sup> Parliament) |
| <b>Section:</b>             | Parliamentary and Business Information Services       |
| <b>Security assessment:</b> | Not assessed  |

### About the department

The Department of the House of Representatives ('the department') provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

### About the section

Parliamentary and Business Information Services (PBIS) is part of the Office of the Serjeant-at-Arms. The section supports and enables the work of the House of Representatives, its committees and the department by providing a range of information services and content to internal and external stakeholders. The section develops and implements strategies underpinning the Department's records management, business systems and websites. The section is responsible for the in-house design and production of print, video and web resources and has a community outreach role in promoting the work of the House of Representatives and its committees to the public through social media and other channels.

### About the role

This position reports to the Assistant Director, Information Management and Services. The successful occupant will work with DHR's business areas to enable the successful delivery of various information technology (IT) projects, including development and enhancement of information systems. The role involves project management, business analysis and requires strong relationship management skills, as this role is the information conduit between the department's business areas and our IT provider, the Department of Parliamentary Services' (DPS) Information Services Division. A variety of skills, tools and techniques are needed to clarify and define business problems or opportunities, initiate and manage small-to-medium projects, and liaise with internal and external stakeholders.

The project officer helps facilitate and translate DHR's business needs and goals to provide a clear understanding and vision for IT projects. The occupant will:

- liaise with DPS Information Services Division to implement improvements that fully meet business requirements now and into the future; and

- act as a translator between departmental staff and IT service providers.

## Duties

1. Liaise with DPS, other parliamentary departments and external agencies on shared projects.
2. Carry out project management activities for the department's existing and future business systems, including:
  - business analysis work and requirements gathering;
  - managing small-to-medium projects;
  - coordinating user acceptance testing; and
  - managing the development of support, training and documentation for the department.
3. Provide advice and support to the department on business systems and information resources.
4. Other project management and business information system tasks as required.

## Selection criteria

1. Experience in project management activities, including business analysis and requirement gathering, stakeholder management and coordination of user acceptance testing (UAT).
2. Demonstrated strong communication skills, including high-level liaison and negotiation, and the ability to develop good working relationships.
3. Demonstrated ability to manage priorities, organise work tasks and meet deadlines.
4. Demonstrated skills in developing and coordinating information resources.
5. Ability to acquire a good working knowledge of parliamentary practices and procedures.

Further information about the department is available on the [DHR website](#).

Additional information may also be found on  @AboutTheHouseAU and  @AboutTheHouse.

Approved:

**Serjeant-at-Arms**  
9 October 2019