



## POSITION DESCRIPTION

POSITION TITLE	ERP Project Officer
DIRECTORATE - SECTION	Corporate Services – ICT Services
LEVEL - EBA	7 - Salaried
RESPONSIBLE TO	ERP Project Manager

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

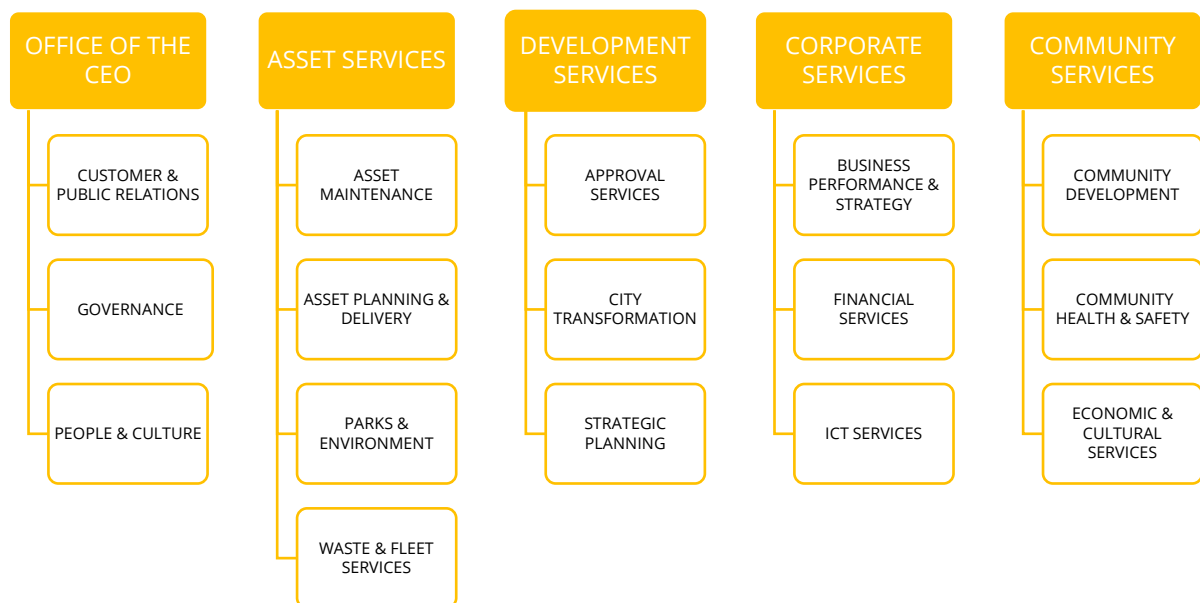
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

SERVICE	Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
PROFESSIONALISM	Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
QUALITY	Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

Reporting to the ERP Project Manager, this role is based within the ERP Project Team to provide project coordination and administrative support to the Project Manager, Organisational Change Manager and Senior BA.

## KEY RESULT AREAS

### PROJECT SUPPORT

- Assist Project Manager and ERP Project team with day-to-day project activities
- Help maintain project timelines, calendars and schedules
- Organise and coordinate meetings
- Work closely with the project manager to ensure necessary parties are kept informed of project status and changes
- Maintain project documentation and keeping files organised
- Assist project team in identifying potential project risks.
- Ensure appropriate resource available for workshops, UAT, training etc. Provides foundational support for the project
- Assists with planning, scheduling, tracking and reporting using established tools and processes. Follows recommended solutions to ensure accurate documentation and communication of project progress.
- Collaborates closely with project team and stakeholders, gathering updates and information to maintain project records and ensure alignment with project objectives.
- Participates in project boards, assurance teams and quality review meetings when necessary.

### BUSINESS ADMINISTRATION

- Provides administrative support function to teams and meetings.
- Takes an active part in team discussions.
- Sets up and maintains systems for organising information and documents. Compiles and distributes reports.
- Provides guidance on administrative software, procedures, processes, tools and techniques.

### WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## SELECTION CRITERIA

1. Proven experience as a project coordinator/officer
2. Demonstrable experience in working in a team environment
3. Well-developed computer skills including the use of Microsoft Office and Microsoft Project. Smartsheet experience, desirable.
4. Strong organisational skills and attention to detail
5. Excellent written and verbal communication skills
6. Excellent problem-solving skills
7. Understanding of Waterfall and Agile principles, desirable.

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: ERP Project Manager  
DATE PD REVIEWED/APPROVED: 14 May 2025

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