



Project Support Officer

APS6

Employment Type: Non-ongoing (12-month contract with potential to becoming permanent)

Salary Range \$92,005 to \$103,121 per annum plus 15.4% Superannuation

Reporting to: Projects and Commercial Executive General Manager

Location: Sydney

Security Clearance: Baseline Vetting Level

Job Reference Number: HR/05

Contact Officer: Hudson Australia – Shiv on 0439 074 391

Closing date and time: 15 October 2024

ABOUT US

The High Speed Rail Authority (the Authority) is a newly established independent Australian Government Corporate Commonwealth entity responsible for overseeing the development of a high speed rail network along the east coast of Australia. This includes providing policy and planning advice and recommendations to the Australian Government and undertaking research and evaluation in relation to the high speed rail network and corridor along the east coast.

East coast high speed rail will be a nationally significant project for Australia and the Authority will support the Australian Government in planning for the future by working closely with state and territory governments and other key stakeholders to develop high speed rail between major cities and key regional centres in order to advance social, economic and population outcomes. A high speed rail network will allow passengers to travel between major and regional cities at speeds exceeding 250 kilometres per hour. The first priority of the Authority will be the Sydney to Newcastle corridor with an Australian Government \$500 million commitment to start corridor acquisition, planning and early works in consultation with the NSW Government.

The Authority is overseen by an independent Board.

ABOUT YOU

This is a great opportunity for a driven APS6 project support officer to join our small but dynamic team. You will have a crucial role within the Authority's project and commercial team providing critical support to the team, contributing to the success of a large program of work.

This position is being offered as a 12-month non-ongoing contract with strong prospects for a longer-term engagement.

Key Responsibilities

- Managing project governance, including scheduling meetings, preparation of agendas, collation of meeting packs and taking of minutes, and follow up of actions
- Manage and collate project reporting
- Preparing for future governance meetings, including collation of items for consideration from the Executive General Manager and General Managers and senior project team members
- Preparation of packs and documents to support major governance and project and stakeholder meetings
- Work with project team to ensure consistency of materials across various meetings and governance forums
- Work with project team to provide efficient file and document access as required
- Providing support to senior staff and undertaking work under limited supervision.

Knowledge, Experience and Skills

To be successful in this position you will be a highly motivated and proactive individual with experience working within a project environment. You will demonstrate sound judgement, maturity and discretion in relation to your work. Your ability to work well with others, support a number of managers and project streams simultaneously with a willingness to learn and take on new challenges will see you thrive in this fast paced environment.

Our ideal candidate:

- Has effective resource and time management skills including the ability to prioritise competing workloads, meet tight deadlines with a high level of accuracy and attention to detail.
- Has excellent communication and interpersonal skills to foster and promote positive and inclusive workplace culture.
- Enjoys working on site in dynamic office environment.
- The ability to apply a problem-solving mindset when faced with project challenges.
- The ability to work in a fast paced, dynamic environment and ability to handle multiple priorities, accurately and promptly.
- Ability to think independently to solve problems, show initiative and be able to deal with competing priorities.

Key Stakeholders

- CEO, leadership team and the Project and Commercial team
- Commonwealth Departmental and State Government Agencies

Benefits

- Competitive salary
- 15.4 % superannuation
- Flexible workplace arrangements
- Training and development
- Opportunity to be part of a dynamic, high performing team with vibrant workplace culture.

Eligibility Requirements

Employment with the Authority is subject to conditions prescribed within the [Public Service Act 1999](#) included:

- **Citizenship:** must be an Australian citizen to be eligible for employment with the Authority.
- **Health Assessment:** may be required to undergo a medical examination conducted by the Authority's preferred medical provider.
- **Security Clearance:** must be able to obtain and/or maintain a security clearance at the Baseline Vetting Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a verifiable background, for at least the preceding five years for Baseline Vetting Level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

How to Apply

You should submit a brief cover letter (maximum 800 words) outlining your skills and experience relevant to the Key Responsibilities and an up to date CV (maximum of 3 pages).

All applications must be submitted to [online here](#).

Please contact Hudson Australia – Shiv on 0439 074 391 if you have any questions.

Work with us. Apply now!

HSRA Values

