

Position description

Position title	Project Support Officer
Position status	Full time, fixed term ending April 2028
Salary	\$70,000 - \$80,000 plus superannuation and travel allowance
Reports to	SECCCA Projects Coordinator
Direct reports	Nil
Place of work	Flexible/remote with regular in-person attendance at member councils, Bunjil Place and meetings as required.
Date	September 2026

About SECCCA

SECCCA is a partnership of local governments in South East Melbourne. SECCCA's purpose is to accelerate climate resilience across the region by convening stakeholders, catalysing shared projects, and championing the policy and investment settings our communities need. We deliver practical, evidence-based initiatives that reduce emissions, strengthen preparedness for extreme weather, and achieve economies of scale for our member councils – contributing to our vision of a vibrant, prosperous, and climate-safe region.

Position objective

SECCCA has delivered and developed a number of projects and tools over the years to enable councils to better adapt and build climate resilience within council planning and operations, including:

- Asset Vulnerability Assessment
- Enhancing Community Resilience

These projects, and future projects, provide council with the data and tools to facilitate strategic asset management, financial planning and community preparedness to a range of climate hazards.

The type of response needed to utilise and embed SECCCA projects to help build community resilience to climate change requires a “whole of council” response with matrixed input from many different council functions. To maximise the value and derive the benefits from these projects, further assistance is required to coordinate across the different, yet related, business units within councils that have some input into building community resilience to climate change.

SECCCA is seeking a Project Support Officer to provide coordination, engagement and delivery support for projects related to asset and community vulnerability to climate change, working under the regular direction of the Projects Coordinator.

The role is the day-to-day connection point between SECCCA and its member councils. It convenes council officers, builds and maintains relationships with asset management and related teams, develops a practical understanding of the challenges and constraints councils are working within, and coordinates the flow of information and decisions needed to keep projects moving.

This is not a technical specialist role. Its value lies in coordination and problem solving: recognising when specialist input is needed, drawing that support in from technical consultants, SECCCA colleagues and council staff, and then interpreting that information and transferring it clearly to the people who need to act on it.

Key responsibilities

1. Council engagement and coordination

1a. Council officer engagement and relationships

- Develop a pattern of frequent contact at councils (at times on-site), working closely with SECCCA member councils to build trust and maintain effective working relationships with council asset management, infrastructure, sustainability, planning and related teams
- Act as a familiar and accessible point of contact for council officers, supporting them to access, navigate and apply SECCCA project outputs within their own planning and operational work
- Frequency and pattern of on-site contact will be determined in consultation with the Projects Coordinator and relevant council officers

1b. Understanding council context and problem solving

- Develop a working understanding of each council's operating context, priorities, planning and budget cycles, and the underlying issues that affect uptake of SECCCA project outputs
- Identify where councils are encountering difficulties, and feed back to the Projects Coordinator to resolve or progress them
- Provide regular internal progress reports to the Projects Coordinator and SECCCA team on how SECCCA projects are being embedded within councils, including uptake of project outputs and any emerging issues or barriers
- Escalate recurring or systemic issues, complex technical queries and requests for strategic advice to the Projects Coordinator, with a clear summary of the issue and its context

1c. Convening and facilitation

- Identify and create opportunities (formal and informal) for knowledge sharing between councils, including connecting officers who are working through similar challenges
- Convene council officer groups, project working groups and the council officer 'community of practice', including scheduling, preparing materials, and following up on actions under the direction of the Projects Coordinator

2. Project support and delivery

2a. Project administrative support

As directed by the Projects Coordinator, support project management including but not limited to:

- Assist with project tracking, monitoring and reporting using SECCCA's project management tools (e.g. Monday.com), including tracking deliverables and milestones as directed
- Maintain project files and records, including stakeholder contact lists and distribution records
- Schedule and coordinate meetings with council officers and technical consultants
- Prepare agendas
- Take and distribute minutes
- Assist with reporting requirements
- Assist with desktop research and information gathering to support the FFRI project and SECCCA's broader climate adaptation and asset management project work, as directed

2b. Sourcing and coordinating technical input

- Recognise when specialist or technical input is required and seek it out from SECCCA colleagues, technical consultants, council officers or other appropriate sources
- With support and guidance from the Projects Coordinator, brief technical contributors clearly on what is required and by when, and follow up to ensure inputs are received and fit for purpose
- Bring information together from multiple sources into a single, coherent picture that council officers and the SECCCA team can act on

3. Communication and transfer of information

3a. Coordination of project communications

- Coordinate and organise the flow of information and deliverables between SECCCA, councils and consultant teams, including collating, distributing and tracking requests and responses
- Attend relevant partner project meetings to support the Projects Coordinator, take notes and follow up on actions as directed
- Draft content for project updates, newsletters and presentations as required, for review and approval by the Projects Coordinator
- Assist with the preparation of presentation materials for broader audiences, for delivery by the Projects Coordinator or other senior SECCCA staff

4. Team support

- Provide administrative support to the SECCCA team as required. As a small and nimble team, all members contribute to administration and operational tasks within their expertise areas and assist other team members on organisational priorities.

Position requirements

Accountability and extent of authority

The incumbent is responsible and accountable for:

- Accurate and timely project administration, including agendas, minutes, action tracking and project records across SECCCA's asset management and climate adaptation projects
- Building and maintaining productive working relationships with officers across SECCCA's member councils
- Reliable coordination of the flow of information and deliverables between SECCCA, member councils and technical consultants
- Maintaining accurate project tracking, monitoring and reporting in SECCCA's project management tools
- Regular internal progress reporting to the Projects Coordinator on how project outputs are being taken up within councils, and on emerging issues or barriers
- Professional and discreet handling of confidential and sensitive information, including council data and commercial-in-confidence material

Judgment and decision making

The incumbent is required to:

- Work under the regular direction of the Projects Coordinator, exercising sound judgement and initiative within a supervised framework
- Recognise when specialist or technical input is required, and source it from SECCCA colleagues, technical consultants or council officers

- Identify where councils are encountering difficulties, work through them with the people involved, and propose practical solutions
- Escalate recurring or systemic issues, complex technical queries and requests for strategic advice to the Projects Coordinator, with a clear summary of the issue and its context
- Manage multiple priorities and deadlines across concurrent projects and council planning and budget cycles

Specialist knowledge and skills

The following knowledge and skills are required:

- Project support and coordination, including tracking deliverables, milestones and actions to agreed timelines
- Stakeholder engagement and relationship management across multiple organisations
- Convening and facilitating officer groups, working groups and communities of practice
- Sourcing technical information and advice from others and consolidating it into clear, usable material
- Interpreting technical material and translating it into plain language for non-technical audiences
- Meeting coordination, agenda preparation and minute taking
- Desktop research and information gathering
- Time and workload management across concurrent projects
- Proficient in the use of Office 365 applications – Word, Excel, PowerPoint, Teams and Outlook – and experience or ability to learn Monday.com and other applications as required

Interpersonal skills

The following interpersonal skills are required to be demonstrated:

- Attention to detail
- Highly self-motivated with a well-developed ability to self-direct within a supervised framework
- High level of organisation including the ability to seek assistance with prioritising tasks where necessary
- Approachable and accessible, with the ability to build trust with council officers over time
- Demonstrated ability to work as an effective team member and to establish and maintain collaborative working relationships
- Professional and discreet handling of confidential information

Key selection criteria

1. A minimum of three years' experience in a project support, project coordination or project management role, delivering projects to agreed timelines and outcomes
2. Tertiary qualification in project management, business, environmental management, policy or a related field, or equivalent demonstrated experience in project support or delivery
3. Demonstrated stakeholder management skills, including building and maintaining productive working relationships with a range of internal and external stakeholders, and the ability to convene and coordinate groups of stakeholders – scheduling, preparing materials, facilitating discussion and following through on agreed actions
4. Strong problem-solving skills, with the ability to identify issues, work through them with the people involved and propose practical solutions

5. Demonstrated ability to source technical information and advice from others, consolidate it into clear, usable material, and transfer it effectively to others, including translating technical material into plain language for non-technical audiences
6. Excellent written and oral communication skills
7. Ability to work effectively under regular guidance, with sound judgement and a willingness to take initiative within a supervised framework
8. Proficient knowledge and experience with Office 365: Word, Excel, PowerPoint, Teams and Outlook, and a willingness to learn new software programs e.g. Monday.com

Desirable

- Awareness of sustainability and climate change issues
- Experience working in or with local government, particularly alongside asset, infrastructure, engineering or sustainability teams
- Understanding of the operating context of local government, including competing priorities, planning and budget cycles, and the underlying challenges facing council teams
- Technical knowledge or practical experience in asset management, for example asset data, condition assessment, lifecycle planning or asset management plans
- Technical knowledge or practice experience of spatial modelling, using software such as QGIS

Prerequisite

- Hold a current Victorian Driver's Licence
- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia visa or proof of permanent residency

Work location

SECCCA does not have a dedicated office, however the team has a regular workday at the City of Casey and visits member councils frequently. On other days, team members work from home. This role is flexible and remote-based, working 2–3 days per week, with some in-person attendance at meetings and Bunjil Place as required.

Compliance with SECCCA guidelines and policies

SECCCA is an equal opportunity employer that encourages people of all genders, from culturally diverse backgrounds, people with a disability, and Aboriginal and Torres Strait Islander peoples to apply. We are committed to a culturally safe workplace that fosters diversity and inclusion and to the protection of children against child abuse in line with the Victorian Child Safe Standards.

Application process

Apply via Ethical Jobs by submitting your resume and a cover letter addressed to the CEO including your response to the key selection criteria (maximum 5 pages in total). Applications close 5.00pm Friday, 18 September 2026. For any enquiries, please email admin@seccca.org.au.