

***Do you want your work to make a difference for NSW?***  
*Together, we create thriving environments, communities and economies.*

## **Project Support Officer**

- **Temporary full-time assignment available until 30 June 2023**
- **Clerk Grade 3/4, salary range \$75,992 to \$83,211 plus super**
- **Location: Parramatta (Hybrid role)**

The Aboriginal Partnership Planning and Heritage Office is seeking a Project Support Officer to provide a comprehensive range of high level administrative and project support tasks, including maintaining registers and routine databases, providing secretariat support, responding to enquires, drafting correspondence and assisting with background research and analysis.

### **About the role**

Working closely with and reporting to the Senior Project Officer NPMP, the Project Support Officer will contribute to the development of a comprehensive dataset to enable targeted management of cultural heritage at National Parks and Wildlife Service.

This role supports the delivery of the Prioritisation Project and the Historic Heritage team at National Parks and Wildlife Service.

This role is part of the Historic Heritage team that provides advice and implementation of policies, programs and initiatives that support the successful delivery of Historic Heritage management.

The successful candidate will be motivated, interested in historic heritage, skilled and able to contribute to the team. If this role sounds like you, we look forward to hearing from you!

Duties will include:

- Undertake data matching between Historic Heritage Information Management System (HHIMS), prioritisation data and the agency's Heritage and Conservation Register (s170 register) to ensure consistency of data across all three data sources.
- Compare heritage references in CM9 with those included in HHIMS and update the HHIMS records as required.
- Interrogate and extract information from heritage reports on CM9 to update specific fields as required in HHIMS, prioritisation data and s170 register.
- Update data for the prioritisation project (and s170 Register) with new information that has been recently added to HHIMS records
- Update HHIMS and s170 records with new information from prioritisation process.
- Ensure timely creation of new user records for HHIMS because of CS Connect requests.
- Maintain and update the project register for the Historic Heritage team.
- Provide general support to the Historic Heritage team, Prioritisation Project team, and Senior Project Officer.

## About You

- To be successful in this role, you will be a motivated and organised individual with a strong attention to detail
- Good comprehension and communication skills
- Interested in historic heritage
- Strong analytical, data and IT skills
- Be customer service oriented in your approach.

This is an excellent development opportunity to broaden your skills across the department and develop your capability.

For more information read the full **Role Description:** [Project Support Officer](#).

## To Apply

If you would like to express interest in the role, please submit a current **resume** and a brief **cover letter** outlining your relevant skills and experience.

**Applications close: Tuesday 31 January 2022 at 11:55pm.**

Should you require further information about the role please contact **Raphael Gracia, Senior Project Officer NPMP**, at [raphael.gracia@environment.nsw.gov.au](mailto:raphael.gracia@environment.nsw.gov.au).

## Looking for more information or assistance in applying?

Our Diversity team can assist to:

- provide alternative formats to apply
- make adjustments to the recruitment process
- offer information about workplace adjustments and support networks

We encourage people with disability to apply. If you have disability and require more information on adjustments and assistance to apply, contact the Diversity team on [Diversity@DPIE.nsw.gov.au](mailto:Diversity@DPIE.nsw.gov.au) (please include reference number).

If you are an Aboriginal or Torres Strait Islander check out Our Mob on Country <https://www.dpie.nsw.gov.au/premiers-priorities/our-mob-on-country> to see the work we do and get assistance in applying.