

Position Title:	Project Officer – Greater South East Irrigation Scheme
Reports To:	Project Director
Location:	Hobart
Instrument:	Water Industry Award 2020
Award Classification:	Level 4
Salary Band:	\$80,000 to \$95,000
Employment Basis:	Full Time, Fixed Term (5 Years)
Hours of Work:	38 hours per week

Organisation

Tasmanian Irrigation Pty Ltd (TI) is the State-owned Company responsible for developing and operating irrigation schemes, typically funded through public / private partnerships.

Since Tasmanian Irrigation was established in 2008, the Company has taken over management of a range of inherited assets, including dams, irrigation schemes and river works, constructed 16 new irrigation schemes, and advanced planning on a further six schemes.

By 2030, Tasmanian Irrigation expects to manage a portfolio of irrigation infrastructure valued at more than \$900 million, capable of delivering 236,000 megalitres of water via 1,786km of pipeline, 49 pump stations, 15 dams and three power stations.

All schemes developed and operated by Tasmanian Irrigation are economically viable, environmentally sustainable, have strong community endorsement, are designed to last at least 100 years and deliver water at an average reliability of more than 95 per cent per annum.

Role Purpose

The Project Officer role has two key objectives:

1. Supporting the three Landowner Owner Liaison Officers with administration support; and
2. Providing general project administration support for the project team.

Key Responsibilities

General Project Administration

- Support the efficient running of the project office by ensuring stationery and other consumables are available.
- Purchase minor items required by the project team, including preparing requisitions, liaising with suppliers, obtaining purchasing approvals and receipting items and actioning payments.
- Provide general administrative support for the project team e.g. booking travel and accommodation, arranging meetings, taking minutes, managing action registers, preparing correspondence, filing incoming correspondence.
- Communicate with stakeholders, contractors and consultants to support project delivery.
- Manage electronic and hardcopy records.
- Assist with preparing project documentation e.g. risk registers, progress reports, cost spreadsheets.

Landholder Liaison & Water Purchase:

- Assist the Land Liaison officers with maintaining the project Water Sales register with detailed records of interactions, agreements, and issues related to water rights applications.
- Organise Water Sales and other project events, preparing bulk mail outs and other communications with farmers.
- Assist the Land Liaison Officers to maintain the Land Access register with current access arrangements and key communications.
- Assist with organising stakeholder engagement activities.

Safety:

- Be responsible for own health and safety (including mental health) and the health and safety of others.
- Give visitors to the office a safety induction and generally manage their safety while they are visiting the office.
- Actively promote workplace health and safety.
- Understand and deliver on workplace health and safety responsibilities, and follow and enforce procedures for reporting hazards, incidents and injuries in line with company and certification requirements.
- Be aware of and promote fire and emergency procedures.
- Ensure all workplace health and safety related policies and procedures are always upheld, and abide by all workplace health and safety directives, including complying with safe work practices including utilisation of personal protective equipment and clothing.

Level of Accountability

Performance of the role must be undertaken with the highest of integrity, in accordance with TI’s Delegations of Authority. This is a high level of autonomy role, with low to medium direction provided on a day-to-day basis. Guidance and advice are available from the Project Manager – Design & Landowner Liaison and the Project Director as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with TI policies and procedures. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.

Organisational Relationships

Reports to:	Project Director
Direct Reports:	Nil
Key Internal Relationships:	Project Director Project Manager Team of Landowner Liaison Officers Project Team Program Development and Delivery team Commercial Services (Project Accountant; Water Trading Administrator)
External Relationships:	Landholders within the GSEIS district Water entitlement holders (irrigators/farmers/investors) External contractors (construction contractors and consultants)
Leadership Teams:	Nil.

Knowledge, Experience & Qualifications

Demonstrable experience and competence are required in the following:

- Prior experience in a similar role or the ability to learn quickly and take the initiative.
- Strong interpersonal and communication skills.
- Ability to work effectively in a fast-paced project environment, managing multiple tasks and priorities.
- Familiarity with contracts.
- Proficiency in the Microsoft Office suite.

Qualifications, Licences and Accreditations:

- Valid driver licence (required).
- Previous experience in the water or agricultural industries (desired).

Respectful and Safe Workplace

Employees are expected to contribute to a workplace culture that is safe, respectful, and inclusive. This involves modelling behaviours that reflect TI's values, complying with and promoting safety procedures, and taking shared responsibility for identifying and managing risks to health, safety, and wellbeing, including psychosocial hazards. Employees are to encourage open communication, treat mistakes and near misses as opportunities for improvement, and support mental health and wellbeing initiatives.

Equally, employees must foster a respectful environment by demonstrating professional conduct, valuing diversity of thought, and ensuring interactions are free from bullying, harassment, discrimination, sexual harassment, sex-based harassment, victimisation, or occupational violence. All employees are required to take appropriate action to uphold TI's zero-tolerance approach to behaviours that compromise a safe and respectful workplace.

In accordance with its Recruitment Policy, Tasmanian Irrigation is committed to selection procedures based on merit, qualifications, experience and which are aligned to the key selection criteria of the role. As such, applications for this role should address the Key Selection Criteria below to demonstrate their ability to fulfil the key duties and responsibilities outlined.

Key Selection Criteria:

- 1. Strong administrative and organisational skills** - Demonstrated experience providing high-quality administrative support, including managing correspondence, coordinating meetings, booking travel, maintaining filing systems and supporting day-to-day office operations.
- 2. Procurement and financial processing capability** - Experience preparing purchase requisitions, liaising with suppliers, managing approvals, receipting goods and supporting basic financial or procurement processes.
- 3. Effective communication and stakeholder coordination** - Proven ability to communicate professionally with internal staff, contractors, consultants and external stakeholders, supporting smooth project delivery and timely information flow.
- 4. Accurate recordkeeping and data management** - Demonstrated ability to maintain accurate electronic and hard-copy records, manage project registers, and ensure data integrity for items such as land access and water sales information.
- 5. Ability to prepare project documentation** - Experience assisting with the preparation of project materials—such as risk registers, progress reports and cost spreadsheets—with strong attention to detail and document quality.
- 6. Event and engagement support skills** - Ability to assist with organising stakeholder engagement activities, including preparing bulk mail-outs, coordinating project events, and supporting communications with farmers and landholders.