

POSITION DESCRIPTION

Project & Document Control Officer (5349) – Water & Waste Services Group

ABOUT COUNCIL

The Toowoomba region is about rich traditions and bold ambitions. Our long and proud agricultural history has evolved Toowoomba into Australia's second largest inland city supporting diverse townships in the council area and acting as a service centre for South West Qld and North West NSW. The region is boldly forging new opportunities around the Surat Basin resource sector, education, health, transport and massive infrastructure investments. Growth hasn't come at the expense of liveability though, with Toowoomba twice voted in the top 5 most family friendly cities in Australia.

Toowoomba Regional Council services a regional population of 178,500 and employs a team of approximately 1,600 staff, dedicated and passionate about delivering excellent customer service to the community, residents and visitors throughout the region. We recognise that our success depends upon attracting and retaining skilled and talented staff and offer a wide variety of interesting challenges and opportunities to develop your career.

OUR VALUES AND BEHAVIOURS



To view our Organisational Values and Behaviours in more detail, click [here](#).

POSITION DETAILS

Position Title:	Project & Document Control Officer (5349)
Group:	Water & Waste Services Group
Branch:	Directorate
Section:	Enabling Growth Infrastructure Program
Current Location:	Toowoomba
Status:	Full Time (Temporary)
Award:	Queensland Local Government Industry (Stream A) Award - State 2017
Classification:	Level 4 – Administrative
Job Family:	Administration
Date last reviewed:	August 2026

POSITION OBJECTIVE – WHAT YOU WILL DO

The Project & Document Control Officer position will be responsible for providing project governance administrative support and overseeing document control activities for the Enabling Growth Infrastructure Program (EGIP). EGIP is a \$300 million investment in critical water infrastructure including the Southern Water Treatment Plant, Mt Peel Reservoir and water network infrastructure.

This position will work under general supervision.

POSITION RESPONSIBILITIES – THE WORK YOU WILL DO

1. Develop and maintain file management procedures and manage systems to receive, record, distribute and file all technical documentation including all program correspondence, such as incoming and outgoing contractual documents, reports and briefs, designs, drawings, schedules, registers and specifications.
2. Provide advice and support project teams to ensure the storage and management of all project documentation and the use of TRC's corporate document management system is compliant with Council's document management policies and procedures.
3. Coordinate project board meeting documentation and minute taking to ensure governance objectives are met for the program in line with Council's project management framework.
4. Manage document version and revision control, information security, document access, retrieval and distribution to ensure records management compliance obligations in accordance with TRC policies.
5. Assist in procurement and contract administration processes to ensure compliance with Council policy and the achievement of outcomes for the EGIP program.
6. Use and manage access the program's electronic document platforms for internal and external users in line with Council policies and procedures.
7. Provide high level administrative and project support to senior officers requiring judgement, initiative, confidentiality and sensitivity in the performance of work including but not limited to minute taking and distribution, assisting in the production of monthly reports by compiling relevant data and information, managing catering and accommodation requests, building and site access and equipment.
8. Carry out other duties that are reasonably within the limits of the employee's skill, competence and training as required.

POSITION SUCCESS CRITERIA – WHAT YOU ARE REQUIRED TO HAVE

1. Qualification(s), training and/or experience, specific to the position:
 - Possession of a Bachelor of Business Administration from a recognised Tertiary Institution and/or formal qualifications in Information Management or, Certificate III in Business Administration or related qualification with a combination of experience, qualifications and competence which enables the incumbent to perform all of the duties of the position.
 - Extensive experience in governance, administration and document management/control, with experience in a project environment being highly desirable.
 - Current 'C' Class Driver's Licence.

2. Interpersonal and Communication Skills:

- Excellent oral and written communication and formatting skills.
- Demonstrated customer service skills to communicate effectively with a range of internal and external stakeholders and provide accurate and timely advice in a helpful and supportive manner.

3. Outcome and Result Focused:

- Strong organisational and planning skills in managing competing priorities in a project environment.
- Ability to develop an understanding of project management tools such as project initiation tools, project delivery plans, project cost management systems, and project risk plans.
- Demonstrated ability to take accurate meeting records, and prepare meeting agendas, minute records and reports, in a timely manner.
- Strong attention to detail and ability to meet project deadlines and manage conflicting priorities.

4. Flexibility, Initiative and Managing Change:

- Demonstrated self-motivation and ability to work independently and contribute to the establishment procedures.
- Ability to adapt and respond to changing customer and project requirements.
- Demonstrated ability solve problems by referencing policies and procedures, methods and instructions, undertaking research or seeking assistance where required.

5. Technical Skills:

- Thorough understanding of all elements related to document management and supporting IT systems.
- Demonstrated knowledge and use of project data sources such as TeamBinder, MS Teams, Sharepoint, and/or others.
- Competent in the use of Microsoft Office software, particularly Word, Excel, PowerPoint and Outlook.

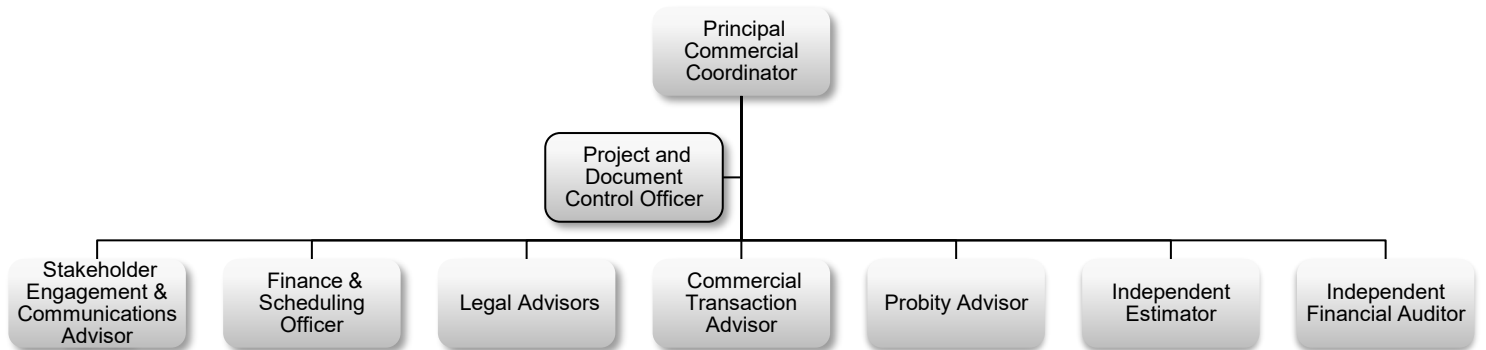
6. Commitment to Council's Organisational Values and Behaviours:

- Accountability

CORPORATE REQUIREMENTS

- Commitment to agreed Toowoomba Regional Council (TRC) Values and Behaviours and Code of Conduct.
- Adherence with all relevant TRC policies and procedures, Enterprise Bargaining Agreement(s), your contract of employment and relevant legislation, including the *Local Government Act 2009* and *Work Health and Safety Act 2011*.
- Commitment to the obligations and responsibilities outlined in the '[WHS Obligations and Responsibility Statement](#)' relevant to this position.
- Compliance with all relevant and necessary pre-employment checks, including Medical Assessments, Criminal History Checks and Working with Children Checks.
- Provide a professional level of customer service to all relevant stakeholders in line with '*Council's Customer Experience Policy*'.
- You are required to follow lawful and reasonable directions from your Supervisor and Management.

ORGANISATIONAL CHART AND DELEGATIONS



APPROVAL

_____	_____	_____
Manager Name	Signature of Manager	Date
_____	_____	_____
Employee Name	Signature of Employee	Date