Position Description

Project Officer

Vision	Better futures for WA women
Purpose	To provide excellent connected health and support services to women across their life cycles
About us	Luma is a not-for-profit organisation dedicated to enhancing the health and wellbeing of Western Australian women since 1977. From our humble beginnings as a small medical and counselling clinic for women in the 70's, we have evolved into a comprehensive, integrated, go-to-place for women of all ages, stages, cultures, and identities. Located throughout the Perth metropolitan area, Luma offers an extensive range of medical, nursing care, allied health, mental health & counselling, Family & Domestic Violence (FDV), and health promotion services. Luma welcomes women from all walks of life and prioritises those who are at higher risk of ill health including women who have a disability, carers, women from CaLD backgrounds, Aboriginal women, Family & Domestic Violence victim-survivors, and those who are socially and economically disadvantaged
Values:	Respect Integrity Diversity & Inclusion Innovation

Position Details

Position title	Project Officer
Classification	2022 Enterprise Agreement, Support Services level 3.7
Base Location	Northbridge, Joondalup & other locations as required
Status	Full-time, 6 months fixed-term
Service Area	Corporate Services
Reports to	Chief Executive Officer
Managed Staff	Nil
Position Purpose	The Project Officer provides project coordination and operational support across Luma's site development, redevelopment and service transition projects, including planning, administration, budget monitoring and stakeholder coordination. Working closely with the Executive Team, this role supports the successful delivery of projects by coordinating activities, maintaining project documentation, facilitating communication, and implementing policies and procedures arising from project outcomes. The position also provides hands on support during fit outs, relocations and

service transitions, ensuring continuity while acting as a key link between stakeholders and service delivery teams.

Key responsibility for the role

- Provide project coordination and administrative support across Luma's site development, redevelopment and service transition projects, including maintain project plans, schedules, action logs, risk and issue registers, and monitoring the progress of project activities and deliverables.
- Support project procurement and contract administration activities, including obtaining quotes, managing purchase orders and invoices, tracking expenditure against budget, and maintaining contractor licences, insurances, and related documentation.
- Coordinate the review, development and implementation of policies, procedures and systems arising from project outcomes, including consultation, documentation control, approvals and communication of changes to stakeholders.
- Coordinate and support site transition, relocation and fit-out activities, including asset and equipment moves, contractor coordination, defect management, signage, access and security arrangements, technology deployment, and operational readiness activities.
- Support organisational change and communication activities by preparing updates, guidance materials and transition information, acting as a key point of contact.
- Liaising with external stakeholders including architects, builders, project managers, landlords, suppliers and funding bodies, at the direction of the executive.
- Maintaining regular communication with the executive, including early escalation of risks, delays, cost pressures and contentious items, and preparing briefing material and responses as required.
- Supporting project reporting obligations, including collating data and evidence for internal reporting, funder acquittals and compliance requirements.

Leadership/Communication

- Support the philosophy of Luma.
- Adhere to the policies and procedures of Luma.
- Participate in development opportunities including attending sector networking, further training and, professional development events when required.
- Work collaboratively with and with Luma multidisciplinary staff, service coordinators, and management.
- Promote teamwork within Luma by developing good working relationships with other employees and demonstrating initiative.

Safety & Quality Improvement

- Remain up-to-date of industry trends and best practice.
- Document quality assurance activities with internal reporting and audits.
- Identify training needs.
- Support the identification and control of work health and safety risks arising from construction, fit-out, relocation and site transition activity, and escalate hazards, near misses and incidents promptly.
- Confirm that new and transitioning sites meet Luma's safety, accessibility, security and client privacy requirements before occupation.

Organisational Responsibility

- Communicate and act in ways that are consistent with the organisation's purpose and values.
- Support and promote the work of the organisation, maintaining a positive image of the organisation in accordance with the level of the position.
- Comply with the organisation's policies, code of conduct, procedures and practices, external funding body requirements and legislation.
- Apply and uphold the principles of a respectful, inclusive, and diverse workplace, free from discrimination, harassment, or bullying.
- Adhere to organisational Health, Safety and Environment requirement.

Key Performance Indicators

The KPIs are read in conjunction with this Position Description and are reviewed annually with the reporting manager.

Selection Criteria

- Relevant demonstrated experience in a project officer, project administration or project support role, ideally including capital works, fit-out, relocation or site establishment projects.
- Demonstrated ability to run the administrative engine of multiple concurrent projects, schedules, registers, budgets, documentation and reporting, with a high level of accuracy and attention to detail.
- A practical, hands-on approach and willingness to work on site, including physical set-up, relocation and transition activities, and regular travel between Luma locations.
- Demonstrated experience developing or amending policies, procedures and business processes, and coordinating consultation, approval and implementation.
- Experience preparing and delivering inductions, briefings or training to staff and contractors.
- Strong time management skills and the ability to organise and coordinate multiple concurrent projects and activities under changing priorities.
- Demonstrated ability to resolve problems proactively, exercise sound judgement, and maintain confidentiality.
- Advanced verbal and written communication skills, with the ability to work effectively with the executive, staff at all levels, contractors and external stakeholders.
- Demonstrated ability to work independently, meet deadlines, and manage competing demands with minimal supervision.
- Demonstrated computer literacy skills, including competency in the use of MS Office Suite (Word, Excel, PowerPoint and Outlook), project scheduling and tracking tools, working knowledge of data entry to databases, and use of AI.
- Current WA driver's licence.
- National Police Clearance.

Our organisation is committed to protecting children and young people from harm. We require all applicants to undergo an extensive screening process prior to appointment.

Our values drive our culture and performance through a strong focus on upholding the organisation's vision and purpose. We celebrate and respect people's differences and commit to providing an inclusive work environment. We welcome applications from individuals of all backgrounds, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse communities, people with disability, and those identifying as LGBTQIA+.

Acceptance

I have read and understand the content of this Position Description.

Employee Signature: Date:

Reporting Supervisor Signature: Date: