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| Cluster | Climate Change, Energy, The Environment & Water |
| Agency | Department of Climate Change, Energy, The Environment & Water |
| Division/Branch/Unit | National Parks & Wildlife Service, Asset & Infrastructure Branch |
| Location | Parramatta (Negotiable) |
| Classification/Grade/Band | Clerk Grade 7/8 |
| Generic Role Description | Project Officer |
| Position Numbers | 5006189 |
| Approved Date: (by People Partner) | May 2025 |
| Project Overview: The Critical Communications Enhancement Program (CCEP) is building a public safety radio network to provide a single network for emergency services to communicate with each other and to coordinate responses to critical incidents and disasters. | |
| Note: This Statement of Works is an attachment to the generic role identified above and sets out the specific requirements for this role. | |

Project Officer (Critical Communications Enhancement Program) undertakes the role description key accountabilities in the context of:

* provides central coordination between NPWS and the NSW Telco Authority (NSWTA) to manage and track CCEP requests for NPWS information, feedback, endorsement and approval.
* Liaises with NSWTA staff and their contractors, NPWS CCEP technical, environmental and property staff, and local area rangers and area managers to assist in timely responses and progression of the CCEP program.
* Conduit between NPWS and NSWTA responsible for processing site access requests and chairing meetings for regular review of actions due, discussion of issues and presentation of proposals for sites.
* Work closely with a range of internal and external stakeholders including NPWS Operations Branch and Area teams.
* Assist with procurement activity, including processing purchase orders in MyWorkZone.