



Advancing ICT through Education and Research



Project Support Officer Internship

Type	TAX FREE ACS Foundation Work Integrated Learning Scholarship
Level	Undergraduate / Postgraduate
Start Date	September 2024
Length	6 months Part-time or Full-time *working 3 – 5 days/week*
Value	\$20,000 TAX FREE ACS Foundation scholarship for 6 months F/T

Macmahon is the mining contractor of choice for resources companies throughout Australia and Southeast Asia. Headquartered in Perth, we provide contracting mining services to clients throughout Australia and Indonesia. Technology forms part of the corporate function, providing systems, support & infrastructure to the entire organisation (> 9500 employees).

You will be working on a rostering, time, attendance and payroll transformation project, assisting the team to implement new technical solutions and business process changes to meet Macmahon's strategic objectives.

The successful candidate will play an essential role in providing project support to the implementation team and wider business. This involves working with stakeholders to coordinate availability for workshops, coordinate stakeholder input to risk and decision registers, identify business needs and assist in translating them into technical requirements, collaborating with development teams to ensure that solutions meet business needs, assisting in testing and quality assurance efforts, developing content to support the project delivery such as status reports and providing support during implementation and post-implementation phases.

Responsibilities:

- Develop project related content under the direction of the Change and Project Managers.
- Coordinate & organise workshops.
- Be able to work in an agile & dynamic environment.
- Work with both technical teams as well as business stakeholders including external vendors.
- Play an active role in regular communication plans during the project including but not limited to daily stand-ups, project meetings, and key milestone checkpoints.
- Assist with testing-related activities.

Desired Skills:

- Sound understanding of Project Management principles
- Ability to analyse detail and summarise concisely for a variety of stakeholders.
- Microsoft Productivity Suite include Word, Excel, PowerPoint, Teams and Outlook.
- Great organisational and time management skills.
- Exceptional interpersonal, collaboration, and communication (written & spoken) abilities.
- Excellent analytical and problem-solving skills.
- Excellent attention to detail.

You must be currently studying towards a bachelor's degree in Information Technology, Information Systems, Computer Science or Combined Business / Computer science, Management Information Systems, Business Management, Business Analytics

Open to Australian Citizens, Permanent Residents, and International Student VISA holders

Send your resume, cover letter, current transcript and proof of residency to Sarah Maiden at sarah.maiden@acsfoundation.com.au or call 0401 317 879