



Job Description Form

Department of Regional Development

40016063; 40016064; 40016065; 40016066;
40016072; 40016073; 40016079; 40016080 –
Principal Program/Project Officer

POSITION DETAILS

Classification Level: Level 7
Award, Agreement: PSA 1992, PSGOGA 2014
Position Status: Permanent
Physical Location: Perth; Kununurra
Organisation Unit: Business Development; Investment
Management
Job Family: Project Management

REPORTING RELATIONSHIPS

Responsible to:
Executive Director Business Development Class 2/Executive
Director Investment Management Class 1
Manager Level 8

THIS POSITION: Principal Project Officer Level 7

Number of direct reports: TBD

ABOUT REGIONAL DEVELOPMENT

Regional development builds vibrant regions with strong economies, by establishing the socio-economic foundations for development and driving growth and new investment.

Changes to the Western Australian economy reinforce the importance of coordinated and focused regional development effort to put in place the right conditions for growth and ensure we seize the best opportunities and tackle the greatest challenges facing the regions.

The Department of Regional Development and the nine Regional Development Commissions have a clear reform agenda to develop an integrated portfolio approach to shaping, driving and delivering the State's Regional Development Strategy. This includes delivering the greatest value possible from the State's dedicated \$1 billion per year regional development investment fund – Royalties for Regions.

Regional development is about passionate people who want to make a difference in the lives of regional Western Australians. It's about working across government, industry and community to build collaborative and productive partnerships around the most important development priorities. It's about having the vision, the courage, and the conviction to set the right objectives, shape the right strategies and take responsibility for achieving results.

KEY WORK DESCRIPTION

The Principal Program/Project Officer will take a lead role in the delivery of regional and strategic programs and/or projects. The Principal Project Officer manages and participates in program and/or project management activities to deliver investment and regional development outcomes for regional Western Australia.

WORK DESCRIPTION

The position holder may be required to undertake any of the following responsibilities:

Strategic Leadership

- Manage the development and implementation of program, project and contract management strategies, policies, plans and frameworks to deliver the highest value outcomes from regional development investment activities.
- Manage and participate in project teams as required and take a proactive approach to the achievement of team objectives.
- Contribute to cultural and management reforms across the department.

Program and Project Management

- Manage the delivery of specified programs (including strategic programs) and/or projects for the department and the Portfolio that support delivery of economic and regional development outcomes.
- Provide briefings, reports, advice and recommendations to Portfolio executive and other key stakeholders on program delivery.
- Implement agreed project management methodologies, principles and templates.
- Support team members to develop the required competencies to deliver high productivity program service delivery.
- Maintain professional skills to an appropriate standard and undertake continuous knowledge improvement of contract, program and/or project management concepts, techniques and standards.

Procurement Management

- In consultation with the department's Finance team and the Department of Finance, contribute to the administration and

management of procurement processes in accordance with established policies and guidelines.

Contract Management, Monitoring and Reporting

- Apply agreed evaluation and measurement frameworks to monitor effectiveness of investments against outcome based objectives.
- Monitor contracts and agreements for compliance with program deliverables and government policy and processes.
- Work with the Manager to address identified non-compliance issues.
- Collate required indicator data and provide reports in an accurate and timely manner.
- Represent the department and Portfolio in negotiation and consultation with government agencies (federal, state and local), industry, the community and other stakeholders to manage contracts and agreements and optimise outcomes for the department, Portfolio and State.

Stakeholder Engagement

- Work collegiately with other project management officers to ensure there is an efficient and effective project management function across the Portfolio.
- Work cooperatively with other departmental and Portfolio managers and staff to ensure collaboration and consultation on program management.
- Develop and maintain positive and collaborative relationships across regional networks.
- Undertake other duties as required.

WORK RELATED REQUIREMENTS

The occupant must be able to demonstrate the following behaviours (drawn from the DRD Capability Framework), within the context of the position:

Essential

1. Project Management:

Applies knowledge and understanding of relevant project/program governance, and uses a range of tools to lead the delivery of planned project/program outcomes.

2. Leadership:

Applies expertise and provides direction to others regarding the purpose and importance of their work.

3. Strategy:

Maintains a focus on strategic objectives and the context in which the organisation and Portfolio operates.

4. Delivery:

Clarifies work objectives for high level projects or specialist services and takes responsibility for achieving outcomes within agreed timelines, on budget and according to plans; in line with legislation, policies, controls and delegations.

5. Communication and Engagement:

Negotiates and influences with a clear understanding of required outcomes.

6. Promoting and Accountable Portfolio Culture:

Acts as a credible role model to influence and inspire professional and impartial behaviour, both inside and outside the organisation.

SPECIAL REQUIREMENTS/EQUIPMENT

Intrastate travel as required.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

EXECUTIVE DIRECTOR

Signature

e: _____ Date: _____

DIRECTOR GENERAL/MANAGER HR

Signature

e: _____ Date: _____

CERTIFICATION

DATE: Certification Date