## POSITION DETAILS

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| --- | --- |
| Position Title | Position Number |
| Project Officer | 16147 |
| Classification Level | Award/Agreement |
| Level 5 | Public Service Award 1992, or any other prevailing industrial instruments |
| Division/Directorate | Branch/Section |
| Infrastructure |  |
| Physical Location | Effective Date  |
| 246 Vincent Street, Leederville | 4/04/2024 |
| Employment Type | Employment Status |
| Permanent | Full time |

### REPORTING RELATIONSHIPS

|  |  |
| --- | --- |
| **Position reports to** | **Positions reporting to this position** |
| 16145 – Principal Project Manager L7 | Nil |

### PURPOSE OF THE POSITION

Provide timely project management support services to the Infrastructure Division. They ensure that projects are managed effectively by working with the project team to deliver cultural and sporting infrastructure projects on behalf of the DLGSC as the client agency. They liaise with stakeholders both internal and external to government, develop project documents, and provide administrative support. The Project Officer must adapt and respond effectively to a dynamic and fast paced environment.

## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

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| --- | --- | --- |
| MISSION | VISION | VALUES |
| **To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.** | **Creating a vibrant, inclusive and connected WA community.** | **Customer Focused****Responsive****Respectful****Accountable****Innovative** |

### DLGSC Objectives

* Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
* Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State’s cultural diversity
* Contribute to the wellbeing of the community through effective regulation
* Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
* Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places.

### DLGSC Approach

We will achieve this by:

* Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
* Being efficient, effective and responsive through an agile and flexible workforce
* Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
* Contributing to the achievement of whole-of-State Government targets
* Using evidence based information to develop community focused engagement and partnerships

## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Supports delivery of infrastructure projects, including preparation of project plans, procurement documentation, and evaluation plans.
2. Undertakes research, stakeholder liaison, planning and policy as directed.
3. Undertakes project and program evaluation and review.
4. Represents the Infrastructure Division on working groups, committees and other forums as required.
5. Prepares briefing notes, ministerial correspondence and other written material.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

* Comply with the department’s Code of Conduct, policies and procedures and relevant appropriate legislation; and
* Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

## WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

1. **Shapes and manages strategy**
* Understands and communicates the reasons for decisions to others.
* Draws on information from a range of sources, uses judgement to analyse, works within agreed guidelines to make decisions, incorporates outcomes into work plans.
1. **Achieves results**
* Focuses on quality, adheres to procedures and appropriate information management systems for currency and sees planto completion.
1. **Builds productive relationship**
* Builds and maintains relationships with stakeholders, team members, other teams, colleagues and clients.
* Consults and shares information with team and seeks input from others, ensures others are kept informed.
1. **Exemplifies personal integrity and self-awareness**
* Takes responsibility for completion of work within time frames, takes initiative to progress work when required.
* Maintains a positive outlook and maintains a balanced working environment.
* Ability to understand and operate within the mission, vision and values of the Department.
1. **Communicates and influences effectively**
* Presents messages confidently and selects the appropriate medium for conveying information to the audience’s level of knowledge, skill and experience.
1. **Role Specific**
* Competence in commonly used personal computing applications, particularly spreadsheets and word processing applications.

## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special conditions

* May require some travel away from home base and out of hours work

### Appointment is subject to

* 100 point identification check; and
* Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months).

### Training

* Complete induction within three months of commencement.
* Complete Accountable and Ethical Decision Making Training within 6 months; and
* Complete any training specific to the role required by Departmental policy.

CERTIFICATION

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

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**Executive Director Infrastructure** Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position’s duties are to be performed in accordance with the department’s Code of Conduct.*

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**Employee signature**  Date (DD/MM/YYYY)