



Job Description Form

Project Officer

Position Details

Position Number: 020930

Classification: Level 5

Award/Agreement: Public Sector Award and Agreement

Organisational Unit: Housing Policy and Development / Housing Services / Pilbara HS

Location: Regional or Remote WA

Classification Date:

Effective Date: August 2025

Reporting Relationships

This position reports to:

Manager Housing Services, 013817, Level 6

Positions under Direct Supervision:

This position has no subordinates.

Role Statement

This position provides support across various projects and is responsible for the delivery of projects. This position works closely alongside and in alignment with the Pilbara Aboriginal Health Alliance and Department of Housing and Works. The position has a particular focus on Yule River Call to Action (Pilbara), Closing the Gap and promoting environmental health outcomes for Public and Aboriginal Housing.

Position Duties and Responsibilities

1. Shapes and Manages Strategy

- 1.1 Contributes to the development, implementation and continuous improvement of project management and/or program or service specific policies, procedures, templates and tools, and ensures adherence with project governance methodology or other required governance frameworks and procedural or quality standards.
- 1.2 Keep abreast of issues and trends effecting the property industry, regional Western Australia, Aboriginal people and communities and/or housing policy.
- 1.3 Understands matters pertaining to Pilbara, with a particular focus on Yule River Call to Action, Closing the Gap and improving Environmental Health outcomes for Public and Aboriginal Housing

2. Achieves Results

- 2.1 Compiles reports for monitoring and reporting of outcomes, status, financial tracking, risks and issues associated with assigned projects, programs or policy initiatives.
- 2.2 Monitors program outcomes to ensure benefits are achieved.
- 2.3 Undertakes (either individually or as project lead) project/s, and/or supports components of larger more significant projects, to investigate issues and/or develop and implement initiatives.
- 2.4 Maintains key project, policy or program documentation and manages document and version control for allocated initiatives and/or projects which may include schedules, plans, registers, change requests, project status reports and financial tracking.
- 2.5 Undertakes evaluation, monitoring, scheduling and reporting on achievement of a service or project objectives and outcomes within approved schedules/project plans and determines time frames.
- 2.6 Applies relevant project methodology in the monitoring of projects in terms of delivery of outcomes and achievements with regards to scope, cost and time frames.

3. Builds Productive Relationships

- 3.1 This position works closely alongside and in alignment with the Pilbara Aboriginal Health Alliance and Department of Housing and Works, within a culturally responsive framework.
- 3.2 Consults and negotiates with areas having an interest in, or which will be impacted by, assigned projects to ensure stakeholders' requirements are met.
- 3.3 Builds, manages and maintains positive internal and external stakeholder relationships with a focus on NGO,s ACCO's, Elders and community

4. Communicates and Influences Effectively

- 4.1 Consolidates information for reports to the project board, management and stakeholders, including milestone summary, key issues, risks, benefits and summary of costs incurred.
- 4.2 Represents the Department at meetings, forums and working parties as required.

5. Personal Integrity and Self-Awareness

- 5.1 Ensures compliance with corporate policies, legislation, standards and procedures.
- 5.2 Shows initiative to progress work.

Corporate Responsibilities

1. Exhibits accountability, professional integrity and respect consistent with the Department's Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Department's performance development process and pursues professional development opportunities.
3. Participates in emergency or critical event response management duties as required.
4. Undertakes other duties as required.

Work Health and Safety Responsibilities

All Employees (and Volunteers / Trainees / Contractors)

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

Supervisors (if applicable)

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

Essential Work-Related Requirements (Selection Criteria)

Shapes and Manages Strategy

1. Proven ability to contribute to the development of project, service or policy administration and management processes.
2. Good conceptual, research, analytical and problem-solving skills.

Achieves Results

3. Demonstrated delivery of multiple projects or initiatives concurrently, including the ability to deliver agreed outcomes within specified timeframes.

Builds Productive Relationships

4. Proven ability to contribute to the achievement of project and team outcomes, individually and through collaboration and cooperation.

Communicates and Influences Effectively

5. Well-developed communication, interpersonal and negotiation skills.

Desirable Work-Related Requirements (Selection Criteria)

1. Demonstrated commitment to the WA Aboriginal Empowerment Strategy, and experience engaging with Aboriginal people, communities, and organisations.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.
2. Ability to travel to regional or remote locations, including by light aircraft.