



Department of Biodiversity,  
Conservation and Attractions

**ROTTNEST  
ISLAND  
AUTHORITY**

## Job Description Form

### Position Details

<b>Position Title:</b> Project Officer – Water & Wastewater	<b>Position Number:</b> 3170960	<b>Level:</b> 5
<b>Division:</b> Rottnest Island Authority	<b>Branch:</b> Infrastructure	<b>Section:</b> Infrastructure
<b>Employment Agreement:</b> PSCA 2024	<b>Location:</b> Rottnest Island (Including occasional overnight stay) & Fremantle	<b>Effective Date:</b> 19 November 2025

### Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.

#### **Integrity**



Commitment to knowing and doing what is right

#### **Collaboration**



Commitment to team, partnership and the support of others

#### **Accountability**



Commitment to being transparent, taking ownership and personal responsibility

#### **Respect**



Commitment to the respect of people, culture and place

#### **Excellence**



Commitment to quality, innovation and continuous improvement

### Reporting Relationships

<b>Position Title</b> Manager Water and Wastewater Infrastructure	<b>Level/Grade</b> 7	⇐	<b>Position title</b> Project Manager - various	<b>Level</b> 7
<b>Responsible to</b> <b>This position</b>				

### Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
n/a		

### About the Role

Rottnest Island Authority regularly undertakes upgrade projects, development of new accommodation and utility infrastructure works. The Authority is seeking experienced Project Officers to help support the onsite construction delivery and refurbishment of Water and/or Wastewater conveyance, storage and treatment infrastructure.

This role supports the coordination of the whole of project life cycle, including:

- Supporting the coordination and delivery of projects at optimal value for money and within set timeframes.
- Supporting the planning maintenance of a wide range of built assets to attain and preserve maximum operational capacity.
- Contributing to the Capital Works Program.

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Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

## Responsibilities

### Strategic Management

1. Contribute to the strategic direction of the infrastructure team.
2. Support the alignment of priorities and processes with the Rottneest Island Authority's strategy, objectives and operational requirements for the efficient life cycle planning of the assets.
3. Support the preparation of strategic level advice on the planning, approval, design development, procurement and delivery of projects regarding built assets.
4. Support the preparation of high-level business cases and supporting documentation for capital approval applications.

### Operational Management

5. Foster an open, cooperative and communicative working environment.
6. Promote a culture of safety in design, within the work environment and throughout the maintenance and construction activities.
7. Provide budgets, monitor and report on financial performance, authorise expenditure and payment within the limit of the delegated authority.
8. Ensure records in the Asset Management Information System are accurate and updated for projects.

### Project Management

9. Support the whole of project life cycle, including:
  - preparation of internal project management documents including but not limited to cost, risk, resource, delivery, and communications plans.
  - contribute to effective design and construction performance by maintaining accurate documentation and recording procedures, monitoring performance of contractors.
  - contribute to the ongoing improvement in performance and design value engineering by implementing new work procedures as directed and providing innovative suggestions for future changes.
  - monitoring and regular reporting on performance against baseline budget and schedule.
  - recommendations on procurement options and tender formulation.
  - preparation of brief and request for quote for the engagement of consultants.
  - management of the approvals process and design development from concept to detail.
  - preparation of the scope of works and contract formation - including specific HSEQ requirements.
  - response to tenderers' queries and evaluation of tender submissions including recommendations.
  - coordination and oversight of the execution of the maintenance or construction works.
  - contract management and administration, including acting as superintendent's representative.
  - management of commissioning and defects liability period.

### Other

10. Undertake other duties as directed.

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### Selection Criteria

**Applicants should address the following four (4) essential criteria. These should be addressed in no more than two (2) pages in total. Desirable criteria will be assessed as required.**

#### **Essential**

1. Project management experience in the planning, design, and delivery of projects with the ability to achieve project outcomes.
2. Well-developed written communication skills, including the ability to prepare reports as well as technical and procurement documents.
3. Demonstrated financial and budget management skills in both an operational and project environment.
4. Considerable experience with construction and maintenance of water and wastewater infrastructure.

**The following essential criteria will be assessed during the selection process:**

5. Well-developed analytical, risk management and problem-solving skills.
6. Applies and promotes the principles of equity, diversity and work health and safety in the workplace.

#### **Desirable**

1. A tertiary qualification in a relevant field of engineering, project or construction management.

**Behaviour Expectations** [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviours for this role is [Personal Leadership](#).


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**Other position-related information (only relevant ones will be populated)**

<b>Position Status - Permanent</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>FTE: 1.0</b>
<b>National Police Check</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on <a href="#">National Police checks</a> .
<b>Current WA Driver's Licence or equivalent</b> (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Medical Assessment</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Working with Children</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a>
<b>Allowance and Special Conditions</b> <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)

**Certification**

The details contained in this document are an accurate reflection of position.

Division Head	Executive Director
Signature: 	Signature:
Date: 11 November 2025	Date: