



Senior Project Officer

Level 5 (00013812)

Group: Local Government, Racing, Gaming and Liquor Location: Perth – 140 William Street
Division: Local Government Supervises: 0
Branch: Local Government Support and Engagement Reports to: Manager Sector Support
Section: NA

Operational Context

Within the Local Government, Racing, Gaming and Liquor Group (LGRGL), the Local Government Division plays a key role in regulating and supporting the local government sector, working collaboratively with government agencies, peak bodies, community organisations and stakeholders to deliver a vibrant, inclusive, and connected Western Australian community. The Division administers its responsibilities in accordance with relevant legislation, supporting good governance and building capacity within the local government sector to meet community expectations.

Role Overview

This position has the delegated authority and responsibility to plan and control projects and activities required to deliver program and department outcomes. Working to defined principles, targets and policies the position will:

- Undertake research, analysis, investigation, and evaluation of issues and problems identified within projects and programs.
- Support continuous improvement and capability building within a values driven team environment.
- Plan, coordinate, control, evaluate, review and report on assigned projects, activities and funding.
- Develop and maintain information sources, methodologies and data collections to support evaluation and to develop recommendations relevant to project outcomes.
- Liaise with community, external agencies and internal groups consistent with their project responsibilities.

- Prepare reports, publications, briefing notes, submissions, presentations and correspondence.
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Building Leadership Impact as a Personal Leader

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this position is about the work of individuals who make a direct and immediate difference to the agency, with personal accountability for delivering excellence.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Plans, coordinates and controls administrative activities in accordance with legislation, policies, standards, plans and budget to provide support to investigations, inquiries or development programs.
- Develops, monitors and reports on project and contract compliance requirements.
- Develops and maintains systems, policies, procedures and resources necessary for delivering program outcomes.
- Contributes to initiatives to maximise operational efficiency and compliance.
- Contributes to the management and reporting required to meet Department operating policies and procedures.
- Prepares submissions, presentations, briefing notes, reports, policy and correspondence.
- Provides advice and direction on legislation, policy, processes and systems relevant to improve compliance and build capability within the sector.
- Communicates confidently selecting the appropriate medium for conveying information to the audience's level of knowledge, skills and experience.
- Liaises with and maintains a network of contacts within all tiers of government and external stakeholders to identify key priorities, resolve issues and advocate for program outcomes.
- Plans, manages and delivers projects and initiatives to achieve program outcomes.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.

- Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
 - Performs other duties as directed.
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Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated experience in project management.
- Demonstrated experience producing a range of well written communication and documentation.
- Demonstrated interpersonal, consultation and negotiation skills with the ability to work effectively in a team and with a range of stakeholders.
- Demonstrated high level of research, analytical and problem-solving skills.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Personal Leader](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You proactively build strong working relationships with members of your team and use these relationships to achieve your objectives and deliverables to a high standard.
 - **Think Through Complexity** - You know where to find relevant information and use a common sense approach to research and analyse, and then make evidence based recommendations.
 - **Dynamically Sense the Environment** - You communicate clearly, presenting relevant technical and professional information without jargon.
 - **Deliver on High Leverage Areas** - Under the supervision of your manager, you work to meet specified timelines and priorities, completing your work to a high standard.
 - **Build Capability** - You actively contribute to the development of your team's capability, ensuring you support your team members.
 - **Embody The Spirit of Public Service** - You are excellence oriented and deliver results for your team.
 - **Lead Adaptively** - You demonstrate a willingness to extend your knowledge, skills and technical expertise to support your development, seeking guidance when necessary.
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This position reports to:

Manager Sector Support - Level 7 (00015299)

Positions reporting to this Role:

This position has no direct reports.

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check

Approved Date

1-DEC-2025