



<b>Position title</b> Principal Project Officer		<b>Position number</b> 023300
<b>Classification level</b> Level 7	<b>Award/Agreement</b> PSA 1992 / PS CSA Agreement	<b>Effective date</b> July 2025
<b>Division and Directorate</b> Strategic Reform Justice reform	<b>Branch</b>	<b>Location</b> Perth CBD

Mission	Principles	Values
<ul style="list-style-type: none"> <li>A fair, just and safe community for all Western Australians</li> </ul>	<ul style="list-style-type: none"> <li>High performing and professional</li> <li>Ethical and accountable</li> <li>Trained, safe and supported</li> </ul>	<ul style="list-style-type: none"> <li>Respecting rights and diversity</li> <li>Fostering service excellence</li> <li>Being fair and reasonable</li> </ul>

## Reporting relationships

Responsible to:	020412	Level 8	Director Justice Reform
<b>This position:</b>	<b>023300</b>	<b>Level 7</b>	<b>Principal Project Officer</b>
Direct reports:	023291	Level 6	Senior Project Officer

## About this position

The Strategic Reform (SR) Division sets the strategic direction for criminal and civil justice reforms, leads the development of strategies to address Aboriginal over-representation in the justice system and supports access to legal assistance for vulnerable people across the state.

The SR Division develops responsive and innovative policy and programs to deliver desired justice outcomes for a variety of cohorts within the community.

The Division has a number of Directorates who each have focussed policy and programs of work, requiring them to manage effective relationships and partnerships with internal and external stakeholders.

The Principal Project Officer is responsible for leading complex project and planning functions. This position will lead and oversee project development and will support the development, planning and implementation of justice reform-related initiatives. The successful applicant will exhibit a personal commitment to high quality customer service, teamwork, equity, integrity and personal learning.

## Key deliverables – what this position involves

- Initiates and undertakes complex research, environmental scanning and analysis activities necessary to examine the impacts of reform changes to agency policies, strategies, guidelines and programs and identifies problems and proposes solutions.
- Initiates and leads complex projects, including leading project teams and engaging with key personnel to deliver project outcomes that are aligned to the Department's reform agenda and ensures that projects are completed within scheduled timeframes and budgetary constraints.
- Consults and negotiates with stakeholders, advises and makes recommendations to senior management and other key participants in connection to strategies and programs relevant to the reform agenda.

- Prepares and presents comprehensive reports, memos, briefing notes and other documents. incorporating research and feedback to inform the strategic decision making process within the Division and across the Agency.
- Initiates and facilitates the delivery of a variety of support activities (conducting information sessions, gathering feedback, compiling agency broadcasts) that enhance the engagement of staff in the activities of Strategic Policy.
- Supports the operations of the Strategic Commissioning Directorate by: assisting staff as required; coaching and mentoring Senior Project and Project Officers to develop and enhance their capabilities; actively participating in the formulation and achievement of objectives, strategies and priorities that support the effective functioning of the Directorate.
- Demonstrate a commitment to adhere to the Department’s Code of Conduct, Public Sector Commission’s Ethical Foundations and Equal Employment Opportunity legislation
- Demonstrates the expected behaviours of the context for this role
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### Leadership expectations – our expectations of you

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Leading Others](#).

Essential selection criteria – what you need to bring to this role	
<b>1 Role specific requirements</b>	<ul style="list-style-type: none"> <li>• Advanced project management skills and experience, with ability to coordinate projects of a sensitive, challenging and/or complex nature.</li> <li>• Knowledge and experience in the implementation of change/reform.</li> </ul>
<b>2 Lead collectively</b> Seek and build key relationships, work together and focus on the greater good.	<ul style="list-style-type: none"> <li>• Knows how their work and the work of others align to broader agency goals.</li> <li>• Manages their work priorities and those of others and outcomes.</li> <li>• Addresses team issues.</li> <li>• Monitors progression to ensure deliverables are met.</li> <li>• Builds and supports effective work relationships.</li> </ul>
<b>3 Think through complexity</b> Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.	<ul style="list-style-type: none"> <li>• Applies critical thinking techniques to develop a range of options.</li> <li>• Uses their knowledge and skills and those of others to refine options.</li> <li>• Is solutions focused.</li> <li>• Understands the need for compliance to minimise risk.</li> </ul>
<b>4 Dynamically sense the environment</b> Be in tune with the political, social and environmental trends that impact the work;	<ul style="list-style-type: none"> <li>• Remains aware of evolving team needs.</li> <li>• Seeks input of others before acting.</li> <li>• Adapts style depending on situation.</li> </ul>

<b>Essential selection criteria – what you need to bring to this role</b>	
understand and recognise the needs of others and leverage relationships for desired outcomes.	
<p><b>5 Deliver on high leverage areas</b> Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.</p>	<ul style="list-style-type: none"> <li>• Understands and can communicate the essential priorities.</li> <li>• Is able to identify and understand work area priorities and adjust as required.</li> <li>• Is able to monitor, adapt and ensure work priorities are incorporated into work activities.</li> <li>• Explores and seeks opportunities for innovation.</li> <li>• Scans the environment for possible obstacles and intervenes early to navigate setbacks.</li> </ul>
<p><b>6 Build capability</b> Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> <li>• Accepts they contribute to the development of others in a team or work group.</li> <li>• Leads by example and supports others with growth and development.</li> <li>• Embraces and encourages diversity within the workplace.</li> <li>• Responsible for fostering a positive sector culture.</li> </ul>
<p><b>7 Embody the spirit of public service</b> Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.</p>	<ul style="list-style-type: none"> <li>• Shows workplace actions embody the spirit of public services.</li> <li>• Demonstrates empathy, compassion, integrity, and humility.</li> <li>• Supports others to excel.</li> <li>• Assumes responsibility for supporting others to embrace the spirit of public service.</li> </ul>
<p><b>8 Lead adaptively</b> Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> <li>• Continuously seeks opportunities to develop own knowledge, skills and expertise.</li> <li>• Recognises their impact on others and acts to model appropriate and suitable behaviours.</li> <li>• Seeks feedback from others to enhance personal effectiveness.</li> <li>• Embraces, leads and supports others through change.</li> <li>• Sources and seeks feedback from others to enhance leadership.</li> </ul>
<b>Desirable selection criteria</b>	
<i>Not considered essential to perform the role but may contribute to the ability to undertake the role.</i>	
<p><b>9 Qualifications, knowledge and/or experience</b></p>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

### **Special requirements, licenses, accreditations, and conditions**

- Nil.

## HR Certification

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