



## Job Description Form

Directorate:	Aboriginal Engagement and Community Policy	Reports to:	Assistant Director / Principal Policy Officer
Branch/Section:	Aboriginal Engagement - WASGRS	Supervises:	NIL
Location:	Perth Metro		

## Senior Project Officer, Level 6 (DPCT4207)

**Our vision is to lead a connected government that delivers a brighter future for Western Australians.**

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment, Coordinator General and State Services.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**Our values, *Leadership, Connection and Impact*, underpin the way we work.**

The Aboriginal Engagement directorate aims to elevate the Aboriginal Affairs portfolio and drive systemic change across Government, with an objective to improve the economic prosperity and wellbeing of Aboriginal people and communities in Western Australia. This includes supporting the delivery of commitments under settlements of State significance, the provision of timely and relevant policy advice and embedding strategic frameworks that facilitate a whole of government approach in engaging with Aboriginal people and communities.

### About the Role and Responsibilities

The Senior Project Officer provides project management support and advice in relation to the implementation of projects and agreements of State



significance and facilitates a cross-portfolio perspective in the delivery of Government priorities in meeting commitments under these Agreements.



## **Role Responsibilities**

- Supports the Assistant Director in delivering strategic policy priorities with regard to whole of Government policy in relation to the implementation of projects and agreements of State significance.
- Uses a project management approach to develop and deliver whole of government solutions to implementing projects and State commitments. This includes;
  - Development and management of project plans, stakeholder engagement plans and work schedules.
  - Builds and maintains relationships with internal and external stakeholders to support the delivery of project outcomes.
  - Monitors progress of projects, prepares progress reports and assists in addressing identified issues that will affect settlements of State significance deliverables and timelines.
- Participates on relevant project teams, committees and working groups representing the Department, as required.
- Develops whole of government solutions to complex matters relating to the delivery of State commitments within State significant agreements.
- Undertakes the development, implementation and review of Government priorities and directions in relation to the implementation of State commitments.
- Provides policy and executive support to various bodies such as interdepartmental and intergovernmental committees and taskforces.
- Contributes to the identification of emerging issues impacting the delivery of projects and develops strategic policy responses to address those issues.
- Liaises with government officers, Aboriginal communities and non-government organisations on strategic policy development and implementation of projects of State significance.
- Mentors and supports the development and work of other officers.

## **Corporate Responsibilities**

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- 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 provisions of the Work Health and Safety Act 2020.
- Undertakes other duties as required.



## ***Building Leadership Impact***

We consider all our people are leaders and aim to build the impact of their leadership in our important work for the sector and community. As such we expect all our people to adopt the expected behaviours and associated mindsets outlined in Building Leadership Impact and described fully in Leadership Expectations.

The leadership context of this position is Personal Leadership and there are opportunities for professional development and growth.

## **Work Related Capabilities (Selection Criteria)**

### **Essential:**

- **STRATEGIC FOCUS.** Demonstrated ability to evaluate complex policy issues, recognising strategic linkages and relationships. Strong ability to develop solutions based on sound analytical and conceptual skills and innovative thinking.
- **ACHIEVES RESULTS.** Demonstrated ability to show initiative and remain flexible and responsive to change. Adopts an innovative approach to solving policy issues. Demonstrated research and evaluation capacity. Shares information with team members. Values specialist expertise and capitalises on the expert knowledge and skills of others; and contributes own expertise to achieve outcomes for the business unit.
- **BUILDS PRODUCTIVE RELATIONSHIPS.** Effectively builds and sustains relationships with a network of key people both internally and externally and works collaboratively and effectively as a team member. Ability to mentor and support other team members.
- **EXEMPLIFIES PERSONAL INTEGRITY AND SELF-AWARENESS.** Exhibits a personal commitment to action by taking personal responsibility for meeting objectives and progressing work. Demonstrates self-awareness and commitment to personal development by self-evaluating performance and seeking feedback from others.
- **COMMUNICATES AND INFLUENCES EFFECTIVELY.** Confidently presents messages in a clear and concise manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and verbal communication to ensure clarity.
- **CULTURAL COMPETENCY.** Demonstrated understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples and demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.



You must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

### **Certification**

**Authorising Signature:**

**People Services:**

**Date:**

**Date:**