



Job Description Form

Directorate: Aboriginal Engagement and Community Policy Reports to: Team Leader

Branch/Section: Aboriginal Engagement - WASGRS Supervises 0

Location: West Perth

Project Support Officer, Level 3 (DPCT4218)

October 2025

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 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 Branch 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 providing timely and relevant policy advice and embedding strategic frameworks that facilitate a whole of government approach in engaging with Aboriginal people and communities.

Within Aboriginal Engagement, the Stolen Generations Redress team is responsible for administering and delivering the WA Stolen Generations Redress Scheme (WASGRS), including facilitating individual payments to Aboriginal people who are found eligible under the Scheme. The team works in partnership with Aboriginal stakeholder organisations to support communications, scheme roll-out and delivery, and demonstrates empathy



and cultural respect while ensuring private and confidential information is recorded and managed appropriately.

About the Role and Responsibilities

The Assistant Project Officer provides comprehensive administrative and project support to the Stolen Generations Redress team. They are responsible for undertaking tasks as directed to support the team's operations and help deliver projects.

Role Responsibilities:

- Provides administrative, project support and monitors the progress of confidential and routine information sought by their manager.
- Responds to enquiries from government departments and external stakeholders directed to the team
- Develops and maintains tools relevant to the business area.
- Assesses matters referred to the business area, and works with their manager and colleagues to prepare responses or undertake relevant action.
- Develops and maintains a register to monitor the progress of matters referred to the Unit and generates reports and statistics to provide relevant information as required. (DPC 19059)
- Conducts investigations and contributes special projects as required.
- Undertakes research and prepares reports, briefing notes and other correspondence on matters on behalf of their manager and team.
- Drafts internal memos and responds to correspondence on routine matters.
- Organises meetings as requested by their manager, attends meetings when required. takes notes and liaises with officers on follow-up actions.
- Performs other duties as directed.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department's 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 provisions of the Work Health and Safety Act 2020.
- Performs other duties as required.

Work Related Capabilities (Selection Criteria)

Essential

1. Demonstrated experience providing executive and project support to management.
2. Well-developed written, verbal and interpersonal communication skills.



3. Strong planning and organisational skills, with experience handling sensitive and confidential issues.
4. Proven ability to research, analyse information and use initiative to solve problems.

Desirable

- Demonstrated engagement experience with Aboriginal and Torres Strait Islander people and communities.
- Experience working with large volumes of data.



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: