



## Job Description Form

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

**Branch/Section:** Aboriginal Engagement - WASGRS **Supervises** 0

**Location:** West Perth

### Assistant Project Officer, Level 4 (DPCT4217)

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 administration and project management support in relation to the development, coordination, and implementation of government projects relating to Aboriginal Affairs. The role assists with the preparation of advice to internal and external stakeholders and responds to information requests and enquiries regarding projects, as appropriate or through escalation to the appropriate team member.

#### **Role Responsibilities:**

- Supports the implementation of projects and activities within the WA Stolen Generations Redress Scheme.
- Provides support and assistance in the effective consultation, liaison, and negotiation with internal and external stakeholders on the delivery of project outcomes.
- Supports and/or coordinates the development and administration of projects or initiatives to facilitate delivery and implementation.
- Supports and/or coordinates the activities in accordance with budgets, timelines and resources required to deliver projects.
- Co-ordinates project meetings including preparation of agenda, taking minutes and monitoring follow-up action.
- Co-ordinates project or contract performance reporting and planning requirements
- Assists with the risk management strategies and action plans related to projects and/or related contracts.
- Provides various regular project reports to the Management, including contract reports.
- Carries out research, policy, and management support on assignments relevant to projects or related contracts.

#### **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:

- Good verbal, written, negotiation and interpersonal communication skills, including the ability to liaise with internal and external stakeholders.
- Good conceptual and analytical skills, including the ability to undertake research in order to solve problems.
- Good planning and organisational skills with the ability to support projects, administer contracts and resources to achieve desired outcomes.
- Knowledge of, and experience in, project management methodologies and processes, or contract administration and support methodologies and processes.

**Desirable:**

- Demonstrated engagement experience with Aboriginal and Torres Strait Islander people and communities.
- Knowledge of current State Government policies, priorities and practices in WA.
- Proficiency in inputting large volumes of accurate data manually. Excellent attention to detail

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:**