



# Job Description Form

## Project Officer

### Strategic Reform

#### Position details

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Classification Level: 4

Award/Agreement: PSA 1992/PSGOGA 2019

Position Status: Permanent, full time

Organisation Unit: Strategic Reform / Aboriginal Services

Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: 006622 Manager Aboriginal Justice - Level 7

**This position: 012180, 020805, 020120 Project Officer - Level 4**

Direct reports: NIL

#### Overview of the position

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The Project Officer reports to the Manager Aboriginal Justice, Aboriginal Services in Strategic Reform.

The Aboriginal Justice Unit is accountable for strategic policy and legislation projects to support the Attorney General's wide-ranging reform agenda and the provision of effective justice services in Western Australia.

- The delivery of Government Policy and relevant services to the Aboriginal community in a diverse range of justice initiatives.
- The development, implementation and co-ordination of the policy underpinnings for the Attorney General's wide ranging, dynamic and challenging law and order priorities.
- Proactive contribution to these priorities through up to date research, use of statistical analysis, environmental scanning and outcome evaluations.

Provision of policy advice, information and knowledge to assist departmental strategic planning and business area planning and decision making.

The Project Officer is responsible for organising and coordinating the delivery of multi-agency services to Aboriginal people primarily in regional and remote locations, supporting the analysis, development, review and implementation of a range of projects assigned under the Aboriginal Justice Program (AJP). The position liaises, engages and negotiates with Aboriginal communities and people, government and non-government agencies, and other key stakeholders to address the AJP outcomes within a planning framework.

### **Job description**

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As part of the Aboriginal Justice team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate
- Facilitate cultural and management reforms within the Department through leadership and engagement
- Represent the Department's interest on committees and working groups as required.

### **Role specific responsibilities**

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- Demonstrate high standards and practice of ethical conduct and behaviour as required under the Departments frameworks of Code of Conduct and Public Sector Code of Ethics.
- Demonstrate a commitment to the ethos of Equal Employment Opportunity principles through personal conduct and daily interaction with colleagues.
- Demonstrate commitment to the legislative obligations set out in the Occupational Health and Safety Act 1984.
- Take reasonable care to ensure their own safety and health, and that of others at work, and comply with the department's policies and any other direction given for their safety and health in the workplace.
- Contributes to the achievement of the directorate's strategic and business goals through the analysis and delivery of initiatives within the plans.
- Assists in the management of projects, providing project administration assistance and/or leading some aspects of the work.
- Manages small to medium sized initiatives, with limited complexity and/or business change.

- Assists in the clarification and resolution of a variety of problems through conducting research, considering options, discussion with others, leading meetings and using discretion in relation to sensitive issues.
- Identifies, documents and implements business improvements across the directorate.
- Prepares written reports and briefing papers on analyses and recommendations, from work with the Aboriginal Justice Program.
- Manages the impact of assigned projects on the directorate through implementation of effective change management, including (but not limited to) communication, stakeholder management and training.
- Contributes to an effective, committed workplace team that supports a positive and innovative culture.
- Participates constructively and positively as a member of the team, contributing to team goals.
- Liaises, negotiates and consults with internal and external parties including Aboriginal Justice Program staff, Services personnel, Departmental staff, contractors and external agencies.
- Develops own information sources and knowledge of current and emerging issues relevant to Aboriginal people and the justice system.
- Implements and ensures compliance with internal and external organizational policies and procedures.
- Identifies and implements opportunities for continuous improvement. Reviews and improves processes, environments and systems.
- Undertakes personal development activities to enhance and develop knowledge of business improvement. Develops and maintains networks with other professionals.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

#### **Shapes and Manages Strategy**

The ability to; understand the reasons for decisions and how they are related to their work, understand the work environment and identify issues that may impact own achievement and contributes to team planning, draw on information from a range of sources and to use common sense to analyse what information is important, anticipate issues that could impact on tasks and identify risks and uncertainties in procedures and tasks are all important for this role.

### **Achieve Results**

The ability to; monitor progress against performance expectations to ensure deadlines are met, communicate outcomes to supervisor, apply and develop capabilities to meet performance expectations, demonstrate knowledge of new programs, products or services relevant to the position, work to agreed priorities, outcomes and resources and be responsive to changes in requirements are fundamental to this role.

### **Builds Productive Relationships**

The capacity to; build and maintain relationships with team members, other teams, colleagues and clients, share information with team members, seek input from others, contribute to team discussions and ensure that others are kept informed, maintain an awareness of personalities, motivations and diverse qualities, treat people with respect and courtesy and an ability to act on constructive feedback.

### **Exemplifies Personal Integrity and Self-Awareness**

An ability to; listen when own ideas are challenged, provide accurate advice to colleagues and clients and to check and confirm the accuracy of information prior to release, take responsibility for mistakes and learn from them, acknowledge when in the wrong, seek advice and assistance from colleagues and supervisor when uncertain. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

### **Communicates and Influences Effectively**

A demonstrated ability to; structure messages clearly and succinctly orally and in writing, focus on gaining a clear understanding of others comments by listening and questioning for clarity, check that own views have been understood, listen to differing ideas to develop an understanding of the issues are essential in this role.

### **Role Specific Criteria**

- Demonstrated knowledge and understanding of Aboriginal culture and society and a demonstrated proven ability to communicate sensitively and effectively with Aboriginal people in Western Australia.
- Demonstrated ability to develop effective relationships and work with Aboriginal people through Western Australia including regional and remote communities.
- Well-developed ability to work effectively as part of a team, in a variety of roles to achieve team goals.
- Current motor vehicle Driver's Licence.
- Be able to undertake intrastate travel as required.

### **Special requirements/equipment**

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Nil

## **Certification**

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Executive Director

Signature: \_\_\_\_\_ Date: 3 May 2024

HR certification date: May 2024