



Position title Principal Project Officer		Position number 014148, 015552
Classification level Level 7	Award/Agreement PSA 1992 / PS CSA Agreement	Effective date July 2021
Division and Directorate Corrective Services Offender Services	Branch Offender Management	Location Perth CBD

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

Reporting relationships

Responsible to:	016311	L5SC	Chief Psychologist
This position:	014148 015552	Level 7	Principal Project Officer
Direct reports:	Nil		

About this position

Clinical Governance and Innovation is within the Rehabilitation and Reintegration branch and is responsible for the creation and monitoring of clinical governance frameworks, clinical evaluation services, assessments, and clinical projects. The work of Clinical Governance and Innovation shapes and influences the rehabilitation services of the Department and plays a key role in the Department's overarching goal of a safer community.

The Principal Project Officer leads complex operational and strategic project work and takes a lead role in project management activities associated with performance improvement across all of Rehabilitation and Reintegration.

The Principal Project Officer will ensure they adhere to contemporary project management principles, frameworks and practices when designing and executing innovative projects, and will provide advice, undertake complex research, critical analysis and consultancy to operational areas within Rehabilitation and Reintegration as they are in the implementation phase of those projects.

The Principal Project Officer provides strategic guidance to all areas of Rehabilitation and Reintegration on emerging issues and trends in rehabilitation practices, and acts as a positive change agent to drive continuous improvement in service delivery.

Key deliverables – what this position involves

- Initiates and leads complex projects, including managing project teams and engages with stakeholders to deliver project outcomes aligned to the Department's strategic plan. Ensures that projects are completed within scheduled timeframes and budgetary constraints, including the effective management of associated contracts.

- Initiates and undertakes complex research, environmental scanning and critical analysis activities necessary to develop systems, programs and plans required to support the Rehabilitation and Reintegration directorate.
- 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 Rehabilitation and Reintegration.
- Supports the operations of the Rehabilitation and Reintegration Branch 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.
- Assists senior management by ensuring that Directorate operational priorities are achieved through effectively managing business activities. This extends to financial management (including preparing budget submissions), identifying and managing risks, managing contracts, human resources and other administrative functions as required.
- 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	
1 Role specific requirements	<ul style="list-style-type: none"> • Demonstrated experience in leading and coordinating concurrent complex projects in a large, multi-disciplinary organisation. Demonstrated knowledge of contemporary project management frameworks • Experience in effectively managing people and resources, including leading by example, promoting team cohesion, imparting knowledge and experience, and managing and rewarding performance to ensure optimal business outcomes are achieved.
2 Lead collectively Seek and build key relationships, work together and focus on the greater good.	<ul style="list-style-type: none"> • Knows how their work and the work of others align to broader agency goals. • Manages their work priorities and those of others and outcomes. • Addresses team issues. • Monitors progression to ensure deliverables are met. • Builds and supports effective work relationships.

Essential selection criteria – what you need to bring to this role	
<p>3 Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.</p>	<ul style="list-style-type: none"> • Applies critical thinking techniques to develop a range of options. • Uses their knowledge and skills and those of others to refine options. • Is solutions focused. • Understands the need for compliance to minimise risk.
<p>4 Dynamically sense the environment Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.</p>	<ul style="list-style-type: none"> • Remains aware of evolving team needs. • Seeks input of others before acting. • Adapts style depending on situation.
<p>5 Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.</p>	<ul style="list-style-type: none"> • Understands and can communicate the essential priorities. • Is able to identify and understand work area priorities and adjust as required. • Is able to monitor, adapt and ensure work priorities are incorporated into work activities. • Explores and seeks opportunities for innovation. • Scans the environment for possible obstacles and intervenes early to navigate setbacks.
<p>6 Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> • Accepts they contribute to the development of others in a team or work group. • Leads by example and supports others with growth and development. • Embraces and encourages diversity within the workplace. • Responsible for fostering a positive sector culture.
<p>7 Embody the spirit of public service 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"> • Shows workplace actions embody the spirit of public services. • Demonstrates empathy, compassion, integrity, and humility. • Supports others to excel. • Assumes responsibility for supporting others to embrace the spirit of public service.
<p>8 Lead adaptively 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"> • Continuously seeks opportunities to develop own knowledge, skills and expertise. • Recognises their impact on others and acts to model appropriate and suitable behaviours. • Seeks feedback from others to enhance personal effectiveness. • Embraces, leads and supports others through change.

Essential selection criteria – what you need to bring to this role

- Sources and seeks feedback from others to enhance leadership.

Desirable selection criteria

Not considered essential to perform the role but may contribute to the ability to undertake the role.

9 Qualifications, knowledge and/or experience

- N/A

Special requirements, licenses, accreditations, and conditions

- Nil

HR Certification

Upload date: 1 November 2025