



# Job Description Form

## Senior Project Officer - 50D

### Magistrates Court and Specialist Jurisdictions

#### Position details

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Classification Level: 6

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement  
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Court and Tribunal Services, Magistrates Court and Specialist  
Jurisdictions

Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: 022095 Executive Manager Aboriginal Strategic Services - Level 8

**This position: 023129 Senior Project Officer 50D - Level 6**

Direct reports: NIL

#### Overview of the position

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The Senior Project Officer is responsible for the coordination and analysis of key Court and Tribunal Services (CTS) projects. The position is responsible for the management of medium to large-scale projects, providing specialist advice on project issues, both legislative and non-legislative. This includes undertaking a range of analysis activities and proactively investigating and reporting on issues and potential risks to the success of projects.

#### Job description

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As part of the Magistrates Court and Specialist Jurisdictions 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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- Manages and evaluates medium to large-scale strategic projects which are complex and sensitive in nature and/or involve significant business change.
- Contributes to business planning processes and systems for CTS.
- Identifies, documents and manages the implementation of business improvements across the Division.
- Prepares written reports and briefing papers on analysis and recommendations, presenting findings to senior management.
- Prepares a range of legislative documents, policies and provides advice, as required, to senior stakeholders.
- Manages the impact of assigned projects on the Division through implementation of effective change management, including (but not limited to) communication, stakeholder management and training.
- Contributes to the development of project management capability of other Project Officers and Divisional staff.
- Liaises, negotiates and consults with internal and external parties including other CTS staff, Judiciary, Departmental staff, contractors and external agencies.
- Ensures the effective application of information and knowledge on current and emerging issues regarding court administration and issues that fall within the Strategic Business Development area of responsibility.
- Implements and ensures compliance with internal and external organisational policies and procedures.
- 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 roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

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

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and

issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

### **Achieve Results**

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

### **Builds Productive Relationships**

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

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

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

### **Communicates and Influences Effectively**

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

### **Role Specific Criteria**

- Demonstrated project management skills. This includes the ability to successfully plan, organise and deliver projects in agreed timeframes.

### **Special requirements/equipment**

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- Aboriginality is a genuine requirement for this position (section 50D of the *Equal Opportunity Act 1984*).

### **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, Magistrates Court and Specialist Jurisdictions

Signature: \_\_\_\_\_ Date: January 2026

HR certification date: January 2026