



# Job Description Form

## Senior Project Officer

### Position Details

**Position Number:** Generic

**Classification:** Level 6

**Award/Agreement:** Public Sector Award and Agreement

**Organisational Unit:** Housing Policy and Development / Housing Delivery and Asset Maintenance / Major Projects and Complex Programs / Capital Grants Program

**Location:** Perth Metropolitan Area

**Classification Date:**

**Effective Date:** February 2026

### Reporting Relationships

**This position reports to:**

Grants Manager, Level 7; or  
Project Manager, Level 7

**Positions under Direct Supervision:**

This position has no subordinates.

## Role Statement

This position provides project management, development management, contract administration, service design, commissioning and/or policy development support across one or more projects within Capital Grants Program team.

## Position Duties and Responsibilities

### 1. Shapes and Manages Strategy

- 1.1 Provides specialist advice on project or service related policies, procedures and issues.
- 1.2 Contributes to the design, commissioning and delivery of human services including through engagement with key stakeholders including end-users and community members.
- 1.3 Contributes to the development, implementation and continuous improvement of project management and/or program and service related policies, procedures, templates and tools, and ensures adherence with project governance methodology or other required governance frameworks and procedural or quality standards across all projects or initiatives.

### 2. Achieves Results

- 2.1 Designs, manages and/or delivers projects, services or policy initiatives that may be complex and/or high risk.
- 2.2 Documents and monitors plans through an initiatives project, policy or program life cycle; delivering on project or service outcomes; including by driving continuous improvement and coordinates procurement selection processes if required.
- 2.3 Assist with the development and implementation of project plans, resource plans and budgets for the delivery of projects.
- 2.4 In consultation with stakeholders, identifies, investigates, analyses and proposes strategies to resolve issues identified across all phases of a project or initiatives life cycle.
- 2.5 Ensures strategies proposed and implemented, are compliant with corporate and/or project governance frameworks and relevant legislation.

**3. Builds Productive Relationships**

- 3.1 Liaises and influences key stakeholders to ensure client project needs are met.
- 3.2 Leads dispute resolution processes to resolve problems/issues. associated with project or initiative delivery.
- 3.3 Creates and contributes to a climate of cooperation, respect and trust.
- 3.4 Provides advice to clients on project, policy or service issues.
- 3.5 Represents the Department at meetings, forums and working parties as required.

**4. Communicates and Influences Effectively**

- 4.1 Seeks to resolve conflict and find mutually beneficial solutions based on a strong understanding of key issues.
- 4.2 Prepares briefing notes, executive submissions, and responses to Ministerial and Parliamentary enquiries.

**5. Personal Integrity and Self-Awareness**

- 5.1 Monitors and ensures compliance with Government Legislation, and agency policy.
- 5.2 Applies Equal Opportunity and Diversity, Work Health and Safety and ethical principles/practices in all aspects of this role.
- 5.3 Shows initiative to progress work.

## Corporate Responsibilities

1. Exhibits accountability, professional integrity and respect consistent with the Department's Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Department's performance development process and pursues professional development opportunities.
3. Participates in emergency or critical event response management duties as required.
4. Undertakes other duties as required.

## Work Health and Safety Responsibilities

### **All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

### **Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

## **Essential Work-Related Requirements (Selection Criteria)**

### **Shapes and Manages Strategy**

1. Proven ability to contribute to project, policy or service development, including design, implementation and delivery.
2. Well-developed conceptual, research, analytical and problem-solving skills, including initiative and the ability to identify issues and develop and implement solutions.

### **Achieves Results**

3. Demonstrated delivery of projects and/or policy initiatives and/or human services including the ability to deliver agreed outcomes within specified timeframes.

### **Builds Productive Relationships**

4. Proven ability in contributing to the achievement of project and team outcomes, individually and through collaboration, cooperation and initiative, motivating Team members and engaging key stakeholders.

### **Communicates and Influences Effectively**

5. Well-developed communication, interpersonal and negotiation skills, with the ability to liaise with stakeholders at all levels.

## **Desirable Work-Related Requirements (Selection Criteria)**

1. Demonstrated commitment to the WA Aboriginal Empowerment Strategy, and experience collaborating with Aboriginal people, communities and organisations to enable Aboriginal led initiatives.
2. Demonstrated experience in the delivery of development planning and/or complex built form in a team environment.
3. Demonstrated experience as a contract administrator.
4. Possession or progress towards a post-secondary qualification in a relevant discipline, or equivalent experience.

## **Essential Eligibility Requirements / Special Appointment Requirements**

## OFFICIAL

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.
2. Ability to travel to regional or remote locations, including by light aircraft.