



Job Description Form

Project Support Officer

Position Details

Position Number: Generic

Classification: Level 3

Award/Agreement: Public Sector Award and Agreement

Organisational Unit: Housing Policy and Development / Housing Delivery and Asset Maintenance / Statewide Asset and Maintenance Services / Refurbishment and Maintenance Delivery

Location: Perth Metropolitan Area

Classification Date: December 2012

Effective Date: February 2026

Reporting Relationships

This position reports to:

Senior Project Officer, Level 6

Positions under Direct Supervision:

This position has no subordinates.

Role Statement

This position provides effective and efficient business and administrative support for maintenance and refurbishment delivery and assists with the performance of business unit and directorate functions.

Statewide Asset and Maintenance Services is accountable for leading, planning and delivering the Department's residential asset management services, including maintenance and refurbishment programs.

The Directorate provides oversight of Housing and Works' residential asset-base and Head Maintenance Contractor frameworks and works with operational staff across the State to improve the efficiency and effectiveness of Housing and Works' significant asset base.

Position Duties and Responsibilities

1. Administrative

- 1.1 Assists with the performance of business unit tasks, such as projects, contracts, analysis, research, reports, documentation and correspondence.
- 1.2 Liaises with officers of the Department of Housing and Works and other stakeholders of the business unit.
- 1.3 Assists with investigations and, where appropriate, researches material as directed.
- 1.4 Prepares responses to correspondence as directed.
- 1.5 Follows up on actions initiated by business unit management.
- 1.6 Undertakes research and analysis into matters associated with business unit activities.
- 1.7 Provides administrative support to the business unit.
- 1.8 Coordinates meetings, preparing agendas and taking minutes where appropriate.

2. Office Systems

- 2.1 Prepares professional documents and submissions using available office systems technology.
- 2.2 Maintains an effective correspondence, contacts and file tracking system and follows-up actions initiated by the business unit's management.

3. Other

- 3.1 Promotes a high standard of Equal Opportunity and Diversity, personal conduct, and Work Health and Safety in the workplace.

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)

1. Demonstrated experience in the provision of administrative tasks and project management support.
2. Experience in PC-based applications including Word processing, spreadsheets, database applications and finance systems.
3. Well-developed interpersonal skills, including liaison with staff at all levels and contributing positively as part of a team.
4. Well-developed communication skills both written and oral, with the ability to prepare correspondence, agendas and reports.
5. Well-developed organisational skills, with the ability to manage a diverse workload within time constraints.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.