



# Project Officer / Manager / Leader

**Region / Portfolio:**

Various

**Directorate / Command / District / Division:**

Various

**Work Unit:**

Various

**Position Description Number:**

Generic 16

**Level:**

Level 6

**Employment Conditions**

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Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Various

**Position Objective**

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Develops, manages and implements projects of a complex nature, and/or participates in or manages components of larger high-profile projects, to meet client needs and contribute to the achievement of Branch/Portfolio/Agency objectives and strategic plans.

**Role of Work Unit**

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The Western Australia Police Force is the State's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population. WA Police Force provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

This position is found in a number of work units across the agency.

**Reporting Relationships**

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This position reports to:

- Line Manager / Director / Steering Committee,  Level 7 /  Inspector or  Commander (*only applicable if located within Counter Terrorism & Emergency Response*)

Direct reports to this position include:

- Various, dependent on project(s)

Total number of positions under control: Various, dependent on project(s)

Position Title: Project Officer / Manager / Leader	Rank, Level or Band: Level 6	Position Number: Generic 16
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## Key Accountabilities

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### 1 Project Management (95%)

- 1.1 Manages project teams undertaking complex projects and/or components of larger high-profile projects to investigate major issues and/or develop and implement significant initiatives at a Branch/Portfolio/Agency level. Alternatively, undertakes (either individually or as a Project Leader) complex projects, and/or participates in larger high-profile projects.
- 1.2 Develops detailed project statements, strategies and action plans which identify and cost resource requirements (human, physical and financial) and facilitates the management and implementation of the project/s.
- 1.3 Undertakes, coordinates and/or manages the investigation and analysis of complex issues, policies, practices, and/or procedures to identify relevant factors and initiatives and provides recommendations for further consideration or action.
- 1.4 Manages the daily activities, focus and budget of the project team/s.
- 1.5 Monitors project team progress and/or prepares progress reports, develops strategies and ensures that change options and proposals are investigated and negotiated with the project supervisor.
- 1.6 Consults and negotiates with areas having an interest in, or which will be impacted by, the project to ensure stakeholders' requirements are met.
- 1.7 Assists with the selection, briefing and management of consultants as required.
- 1.8 Negotiates, with defined authority, with consultants, external agencies and the WA Police Force personnel as required.
- 1.9 Leads and coordinates the development of strategies and methods to evaluate the effectiveness of implemented initiatives.
- 1.10 Provides advice, coordinates and monitors the implementation and evaluation of project outcomes, including conducting information and/or training sessions.

### 2 Other (5%)

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct, including reporting wrongdoing.
- 2.3 Builds and maintains collaborative relationships with Aboriginal communities, developing and enhancing trust, and promoting mutual respect and greater safety (*only applicable to positions with the Aboriginal Affairs Division*).
- 2.4 Undertakes other duties as directed.

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## Specialist Prerequisite(s)

If located in *Counter Terrorism & Emergency Response*, it is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process;
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 1** security clearance for the duration of their appointment in the position.

## Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Project planning and management skills	Appropriate to the size and complexity of projects undertaken. Leading teams through projects of moderate to high level complexity. Monitoring progress and priorities when managing and integrating simultaneous projects. Achieving quality outcomes.
Communication, negotiation and interpersonal skills	Presenting information in a concise manner to bring awareness and influence change. Selecting the most appropriate medium of communication to accommodate diverse audiences. Liaising, consulting and negotiating with a range of personnel. Preparing reports, memos, general correspondence and briefing notes.
Research and evaluation skill	Undertaking comprehensive research on a broad range of issues and evaluate findings relevant to the project focus. Contributing and disseminating practical solutions to improve functionality.
Analytical and conceptual skills	Identifying, analysing, and conceptualising trends, patterns and issues to provide advice and mitigate problems. Solving problems and lateral thinking.
Resource management and organisational skills	Coordinating workloads and demonstrating flexibility in managing competing priorities in complex circumstances. Establishing tasks and timeframes to achieve objectives and ensuring the optimal use of all human, physical, and financial resources.
Ability to use a personal computer and related software	Utilising system applications and related software and word processing. Undertaking trend identification and statistical analysis. Producing comprehensive reports requiring a substantial level of analysis. Identifying and implementing software and database solutions.

## Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Leadership Context

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.

The leadership context for this role is [Leading Leaders](#).

## Certification

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

Position Title and Work Unit	Name	Date
Organisational Design Consultant Organisational Design & Analysis	Sonia Comerford	28/01/2025
A/Executive Manager Organisational Design & Analysis	Martine Dimond	28/01/2025

**POSITION PARAMETERS**  
(Do not remove)

**PROJECT**

The project, or project component, is *typically*:-

- complex with significant risk to the Agency in the consequences of failure;
- broadly defined with the scope, specifications and outcomes established by the project sponsor and position;
- completed by medium team/s under general guidance;
- high impact on the Agency, i.e. has an effect on core business or operations.

An incumbent in this position *may*:-

- assist with the analysis of project costs and feasibility studies;
- develop and implement action plans and an acquisition strategy;
- lead and manage project team/s undertaking research, analysing options and making recommendations for consideration by a supervisor/committee;
- monitor and report on the progress of the project;
- make suggestions for, and implement, project amendments;
- negotiate with consultants/staff/specialists;
- apply project management tools to integrate and monitor project/s;
- contribute to the decision-making process;
- implement and evaluate project outcomes.

**JUDGEMENT**

Judgement is required to manage own work and the work and output of team members.

Judgement is required to design, plan and co-ordinate project components and integrate the project/s with other projects or strategic direction.

Considerable judgement is required in planning and undertaking research, analysing complex issues, evaluating consequences and recommending solutions.

Problems encountered are typically complex and usually advice is sought from more experienced staff and/or specialists before the problem can be solved.

**AUTONOMY**

The position has the autonomy to manage its own work and the work of team members.

The position has considerable autonomy to design, plan and co-ordinate the project(s), and with the endorsement of the project sponsor and relevant stakeholders, can recommend and implement project amendments and addenda.

**ACCOUNTABILITY**

The position is accountable for the standard and efficiency of its own work, the work of team members and the quality and integrity of advice/recommendations provided to the project sponsor.

*Dependent on the size and nature of the project, the position may either :-*

- i) share accountability with the team and supervisor for the quality of the advice provided, the management of the project and the achievement and implementation of outcomes;
- or
- ii) be principally accountable for the management of the project, the integrity and reliability of the advice and the achievement of project outcomes.