



Job Description Form

Project Officer

Parliamentary Counsel's Office

Position details

Classification Level: 5

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

Position Status: Permanent

Organisation Unit: Parliamentary Counsel's Office

Physical Location: Perth CBD

Reporting relationships

Responsible to: 1193 Director Legislation Services – Level 8

This position: 023046 Project Officer – Level 5

Direct reports: NIL

Overview of the position

The Parliamentary Counsel's Office (PCO) provides comprehensive legislative drafting and related services to the State Government, its departments and agencies. PCO also provides legislative drafting services to private Members of Parliament and facilitates the work of Parliamentary committees.

PCO publishes the legislation of Western Australia by hosting and maintaining the Western Australian legislation website, www.legislation.wa.gov.au.

The Project Officer is responsible for undertaking projects under the guidance of the Director, Legislation Services. The position holder works collaboratively with areas across PCO to deliver outputs that align with PCO's objectives. The Project Officer is also required to assist with PCO's administrative functions including human and finance resources, HR interface, budgeting, corporate reporting, and procurement and other administrative functions for the Division.

Job description

As part of the PCO 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 organisational structure 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 PCO through leadership and engagement.
- Represent PCO's interests on committees and working groups as required.

Role specific responsibilities

- Develops, implements and manages change in the implementation and completion of a variety of identified projects of a complex nature. Plans, coordinates and implements a variety of identified projects.
- Conducts research and analysis and considers and recommends options to meet organisational needs and resolves problems of a complex nature.
- Assists with the administrative functions of PCO including human and finance resources, HR interface, budgeting, corporate reporting, procurement and other administrative functions for the Division.
- With guidance from senior officers, develops and recommends proposals for strategic projects within PCO. Prepares documentation in support of these projects including budget submissions, briefing notes, memoranda and project scoping documentation.
- Engages with key PCO stakeholders identifying trends, issues and other initiatives.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role 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, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work 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, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Demonstrated project experience including the ability to successfully plan, organise and complete multiple projects of a complex kind within designated timeframes.
- Demonstrated sound research, analytical, conceptual and problem-solving skills.
- Demonstrated experience in providing assistance with administrative functions including human and finance resources, HR interface, budgeting, corporate reporting and procurement.

Special requirements/equipment

Nil

Certification

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

Parliamentary Counsel

Signature: _____ Date: October 2024

HR certification date: October 2024