



Project Officer - Level 5 (MIS18072)

Group:	<i>Corporate Services and Transformation</i>	Location:	<i>East Perth - Mineral House</i>
Division/Directorate:	<i>Business Innovation</i>	Supervises:	<i>0</i>
Branch:	<i>Business Engagement</i>	Reports to:	<i>Manager Portfolio Operations</i>
Section:	<i>Portfolio Operations</i>		

Operational Context

The Strategic Business Innovation Division supports the Department to achieve its strategic and operational objectives by focusing on whole-of-department strategic capability and fostering innovative thinking across the department to support the building of a high performance organisation. The Division is responsible for creating vision, strategies, purposeful policies, and a detailed plan to move the department into the digital world. Ensuring that investments in these digital strategies meet feasibility and viability evaluation to ensure customer centric design and value for money.

Role Overview

This position contributes to building the Department into a high-performance innovative organisation by providing project support services to the Business Engagement Branch. The role contributes to the strategic and operational planning of the Business Engagement Branch.

Building Leadership Impact as a Personal Leader

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles. Leadership in this position is about the work of individuals who make a direct and immediate difference to the agency, with personal accountability for delivering excellence.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Provide management reporting, research and analysis and recommendations related to business projects.
 - Maintain and develop ICT project management frameworks, governance, policies, processes, standards, training and reporting.
 - Provide professional advice to project teams engaged in Directorate activities.
 - Assist (Including facilitation) projects in the identification and refinement of Benefits, including Investment Logic Maps
 - Guide the execution of project Gateway activities and act as liaison with Department of Finance, PMO and Project team members.
 - Support the Manager Portfolio Operations to manage Branch activities/projects to ensure the achievement of outcomes identified in the Branch Operational Plan.
 - Contribute to the identification and implementation of continuous improvement initiatives to enhance the efficiency and effectiveness of the Branch.
 - Contribute to the department meeting its statutory obligations in relation to relevant WA public sector legislation, ethics, standards and policies.
 - Maintain the Project Portfolio Tool (PPM) and the Project Management Office site.
 - Provide project administration, financial and resource analysis, and reporting.
 - Conduct project audits and track progress towards achievement of business benefits.
 - Provide project coordination support to projects if required
 - Ensure the coordination of projects undertaken across the directorate by providing timely, accurate and effective information on the status of activities.
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Corporate Responsibilities

The following outlines departmental responsibilities:

- Acts ethically and supports others to do the same, in line with the departments Values and the Code of Conduct.
 - Takes reasonable care to protect your own safety, health and wellbeing at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
 - Performs other duties as directed.
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Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated knowledge and experience within a project or program administration environment together with experience in the development and implementation of program\project management frameworks, governance, policy, processes, systems and procedures
- Experience or certification in project management.
- Highly proficient with MS Office for researching, analysing and presenting information succinctly to stakeholders across all levels.
- Proven ability to critically analyse processes and procedures, including to make and implement recommendations as part of continuous improvement.
- Demonstrated understanding and practical experience in supporting Benefits Management, Risk Management and Assurance activities.

Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Personal Leader](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You understand how your work fits in the public sector and recognise your role in delivering value for the future of Western Australians.
 - **Think Through Complexity** - You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise.
 - **Dynamically Sense The Environment** - You recognise changes that affect your ability to deliver your work.
 - **Deliver on High Leverage Areas** - You identify the tasks and priorities of your work that are in line with the priorities of your team.
 - **Build Capability** - You provide technical and professional support to your peers, making time to mentor others in your team.
 - **Embody The Spirit of Public Service** - You show empathy and compassion, integrity and humility.
 - **Lead Adaptively** - You lead adaptively by acknowledging the impact of your work style on others in your team.
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This position reports to:

Manager Portfolio Operations

Position No: 00016308

Classification: L7

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- Nationally Coordinated Criminal History Check

Approved Date

22-APR-2026