



Position Description

Position Title:	Senior Project Officer	Classification Level:	5
Position Number:	Generic	Reports to:	Various
Directorate:	Buildings and Contracts	Supervises:	0 FTE
Branch/Section:	Customer Teams	Location:	Perth Metropolitan Area

Our Values

Empathy

We listen and understand all perspectives and are fair, authentic and compassionate

Clarity

We are clear on our purpose and role, and how we develop, inspire and improve

Accountability

We act with integrity and courage, embracing our collective responsibility and honouring our commitments

Respect

We treat everyone with dignity, recognise contributions, foster collaboration and value diversity

Role Summary

Senior Project Officers are responsible for managing project outcomes, and the project management of low to medium value, risk, and complexity projects. These positions also contribute within project teams, comprising in house and private sector professionals, to plan and deliver larger projects for government. The positions will be assisting Senior Project Managers on a range of non-residential building projects including hospitals and medical facilities, schools and TAFE colleges, police stations, fire stations and State Emergency Service bases, sports facilities, cultural venues, and a range of other building types.

Responsibilities

- Manage low to medium value and risk complex projects, including the preparation of project plans and is responsible for project delivery and outcomes.
- Responsible for the project management of business improvement projects.
- Address project scope, time, cost, quality, human resources, communications, risk, contractual and project integration issues.
- Undertake project management activities including processing payment claims and variations, reporting on the financial status and progress of projects, preparation of tender documents and assessment reports.
- Contribute to project teams of in house and private sector professionals to plan or deliver projects for government. This may include supervision of Project Officers or other support staff.
- Manage and administer project management systems and the maintenance of information.
- Provide advice on project management issues, and reports to client agencies.
- Apply the Strategic Asset Management Framework consistently across all projects.
- May facilitate procurements of any risk or value.
- Coordinate and participate in supplier selection processes.
- Award contracts within delegation and make recommendations for contract awards.
- Complete due diligence assessments.



- Manage contracts and contractors to ensure that projects are completed to approved scope, budget, time, and quality.
- Evaluate contractor and consultant performance and prepare performance reports.
- Provide advice on contract management issues.
- Assist with dispute resolution processes to resolve problems and issues associated with contractual disputes.
- Demonstrate the values in all interactions to contribute towards a values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Experience in the building or construction industry.
- Good knowledge of, and experience in procurement.
- Sound communication, interpersonal skills, and the ability to deliver a customer-centric service.

Desirable Requirements

- Some knowledge of Government procurement policies and practices.
- Possession of, or progress towards a relevant tertiary or trade qualification in a building related discipline, project management or similar.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in the **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.



Pre-employment Requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: D. Giles, HR Officer, October 2025

Classification Evaluation Date: November 2019