



Senior Project Officer

Branch: Transport Sustainability and Strategic Projects
Directorate: Transport Sustainability and Strategic Projects
Position Number: 00026624
Classification: Level 6
Physical Location: Perth (William Street)
Award/Agreement: Public Service Award & Public Sector CSA Agreement 2024

Our purpose: Empowering a thriving community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



Working **together**, we get things done.



Looking after **ourselves** and supporting **others**.



Always open to **possibilities**.



Taking ownership, we **deliver**.

Overview of the directorate

The Transport Portfolio Sustainability and Strategic Projects team (TPSSP) leads and coordinates the development and implementation of sustainability policy, strategy, and initiatives across the Transport Portfolio, including environmental, social, and corporate governance (ESG) outcomes; the sharing of excellence and knowledge on sustainability and innovation; driving consistency of practice with, and application of, sustainability tools; and coordination of research in specific sustainability areas.

TPSSP also leads the transport response to the Government's climate policy, including emissions reduction strategies for the Transport Portfolio and the wider transport sector; risk assessments and adaptation strategies; decarbonisation of materials and other sustainability outcomes in the asset investment programs; and collaborative engagement.

Overall purpose of the role

Manages the delivery of strategic projects and contributes to project management activities to meet Transport Portfolio Sustainability's strategic objectives.

Work description

- Researches and investigates issues to support developing and implementing programs, projects and initiatives.
- Develops project plans and detailed actions plans, using robust project management methodologies and principles.
- Manages the delivery of projects that support the delivery of sustainable transport outcomes.
- Establishes and maintains a network of key internal and external stakeholders to consult, facilitate and negotiate access to information that supports implementation of programs, projects and initiatives.
- Actively participates in project teams and relevant TSR teams to take a proactive approach to the achievement of team objectives.
- Prepares reports, briefings, project updates and other required written documentation.
- Develops, implements and reviews policies relating to relevant programs or projects.
- Provides high level expertise and advice in relation to data analysis, modelling and assessment of initiatives.
- Engages meaningfully with other government agencies and external agencies and stakeholders
- Undertakes other duties as required.

Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

1. Demonstrated knowledge and experience in project management with the demonstrated ability to support a shared sense of purpose and in the delivery of program and project outcomes and key objectives.
2. Effective communication skills with the ability to build, establish and maintain effective relationships with a variety of individuals by liaising, engaging and negotiating in a purposeful, concise and effective manner.

3. Proven ability to set work objectives and take responsibility for the overall delivery of outcomes and objectives.
4. Proven ability to be flexible and adaptable in meeting evolving business needs and taking responsibility for delivering key business objectives.
5. Considerable experience in data analysis, modelling and assessment in support of sustainable transport outcomes.

DESIRABLE:

1. Experience with applying sustainability principles to address relevant challenges and achieve outcomes related to social responsibility and economic viability.

Reporting relationships

Director General, Band 1 Special Division CEOs



Director Transport Sustainability and Strategic Projects, Class 1



This Position



Nil

Allowances/Special conditions

1. A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

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

Chief People Officer
People and Culture