

Job Description Form (JDF)

Position details

Position title:	Project Officer
Position number:	70210095
Classification:	Level 4
Physical location:	Bunbury, Narrogin or Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Industry and Economic Development
Directorate:	Agribusiness Food and Trade
Branch:	Agribusiness Development

Reporting relationships

Reports to:	Agribusiness Development Consultant (70210093), Level 5 This position
Direct reports:	Nil

Role summary

Conducts research and analysis of complex information and data relative to projects. Undertakes independently less complex projects and assists with more complex projects.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Assists in the development and implementation of a range of projects in support of the Directorate's and Department's objectives.
- Liaises with and provides advice to internal and external stakeholders to support the delivery of project outcomes.
- Prepares and coordinates reports, submissions, briefings, correspondence and advice.
- Undertakes and/or co-ordinates research, collation, analysis and evaluation of issues, policies, practices, and/or procedures to identify relevant factors and provide recommendations for further consideration or action.
- Monitors progress of projects, prepares progress reports and assists to address issues that will affect performance indicators and/or milestones.
- Assists in the evaluation and review of project outcomes.
- Researches and identifies effective risk management strategies for the Department to ensure outcomes are achieved.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Experience in project management, including the ability to deliver agreed outcomes within specified timeframes.

Core capabilities

2. *Build effective relationships*: Well-developed verbal and written communication skills with the ability to liaise with both internal and external stakeholders.
3. *Challenge for innovation*: Demonstrated ability to develop practical and innovative solutions to problems.
4. *Think strategically*: Sound research, analytical and problem-solving skills.
5. *Deliver in a changing environment*: Demonstrated ability to prioritise tasks and organise workload to meet targets and deliverables.
6. *Lead and empower others*: Demonstrated ability to work autonomously, collaboratively and productively as a member of a team.

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- A current Western Australian C or C-A class driver's licence or equivalent is required. If not currently held, must be acquired prior to commencement at applicant's expense.
- The contract of employment specifies terms and conditions relating to this position.
- Occasional travel to and from metropolitan and regional offices may be required.

Certification

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

Delegated authority

Position title: Deputy Director General, Industry and Economic Development

Endorsement Date: 20 April 2026