



# Projects Officer

**Branch:** Corporate Property and Accommodation  
**Directorate:** Regional Services  
**Position Number:** 00025976  
**Classification:** Level 4  
**Physical Location:** Perth (Victoria Avenue)  
**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.



**COLLABORATION**

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



**WELLBEING**

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



**ADAPTABILITY**

Always open to **possibilities**.



**ACCOUNTABILITY**

Taking ownership, we **deliver**.

## Overview of the directorate

The Transport Portfolio Land and Property Services (TPLPS) team are the centre of excellence for land transactions and administration matters, commercial and leasing activities and corporate buildings and facilities management. The Corporate Property and Accommodation branch of TPLPS, through the Regional Services Business Unit, are the trusted voice of the Department of Transport and Major Infrastructure on building related project delivery. We have great people that are knowledgeable, trusted and multi-skilled, they are problem solvers with a can-do attitude. We are all part of a team that works together across WA and are ready to pitch in to help each other out. We are flexible and adaptable; we use technology and local knowledge to provide services that are suited to each unique community and work closely with other members of the Transport Portfolio to deliver quality services and outcomes to customers. Our teams are connected to community which they are a part of, we value our customers and go above and beyond to assist them, providing excellent customer service.

## Overall purpose of the role

- The Projects Officer supports the Manager Projects with capital works, refurbishment, fit outs and minor works programs and projects to ensure that there is a coordinated and strategic approach to delivering operational outcomes.
- The position maintains and monitors related metropolitan and where applicable regional project expenditure and approvals.
- Liaises and consults with customers, relevant stakeholders, consultants and suppliers on a range of project issues.

## Work description

### PROJECT COORDINATION AND SUPPORT

- Coordinates and supports projects that include but are not limited to capital works, refurbishment, fit outs and minor works programs to ensure that there is a planned and strategic approach to delivering operational outcomes.
- Maintains and monitors related metropolitan and where applicable regional project expenditure and approvals.
- Liaises and consults with customers, relevant stakeholders, consultants and suppliers on a range of project issues.
- Contributes to the development of project related documentation.
- Establishes and maintains new and existing working and communication relationships and liaises and consults with a range of internal and external stakeholders on a range of accommodation and building management projects.
- As required, monitors the commissioning and decommissioning of premises.
- Maintains and updates records of contractual arrangements and specifications.
- Operates within the Department's Divisional Governance frameworks and processes and policies.
- Processes and maintains records of payments associated with accommodation and building management projects.
- Prepares progress reports and assists the Manager Projects to ensure key performance indicators are met.
- Assists with Change Management initiatives by monitoring progress on key activities and acts as a liaison between change champions and Manager Projects.
- Works closely with other staff of the Branch to ensure an integrated and consistent approach in the completion of tasks.
- As requested, undertakes other duties.

## 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 project management experience.
2. Sound verbal, written and interpersonal communication skills, including the ability to liaise, negotiate and interact with a variety of internal and external stakeholders.
3. Demonstrated conceptual, analytical, research and investigative skills, including the ability to resolve problems.
4. Proven ability to plan, prioritise and organise workloads to meet agreed timeframes.
5. Ability to work autonomously but also as a member of a multidisciplinary team in contributing to the achievement of Branch goals.
6. Commitment to providing a high level of customer service.

#### DESIRABLE:

Nil

## Reporting relationships

Director Accommodation and Building Services, Level 8



Manager Projects, Level 7



**This Position**



Nil

## Allowances/Special conditions

NIL

## 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**