



Senior Project Officer (Compliance)

Position No:	00026385
Classification	Level 6
Division:	Heritage and Property Services
Directorate:	Aboriginal Heritage Conservation
Reports to:	Director, 00026300, Level 8
Direct reports:	4
Leadership Context:	Leading Others

Position Overview

The Senior Project Officer in the Heritage and Property Services division will work to create opportunities enabling sustainable growth, ensuring communities can thrive by developing places where people want to live, work and recreate. We do this while respecting our past and learning from our stories.

This role is responsible for the provision of contemporary, responsive and fit-for-purpose property and/or heritage project management, consultation and delivery, ensuring the development, review, implementation and monitoring of associated policies and procedures aligned with legislative requirements to support the administration of property and heritage related legislation in Western Australia. Manage a team responsible for the management of new information and reporting information and conditions associated with consents issued under section 16 and section 18 of the *Aboriginal Heritage Act 1972* and regulations 7 and 10 of the *Aboriginal Heritage Regulations 1974*.

Successful outcomes of the role are the effective management and completion of projects within legislative requirements and in accord with departmental and governmental priorities.

Responsibilities

- Identify opportunities for team development, ensuring the right skills are available to the organisation to achieve strategic outcomes.
- Prioritise and co-ordinate the delivery of team/project activities and outputs, in line with strategic priorities and goals.
- Use patterns, trends and connections to analyse multiple levels of information, solving problems to consistently streamline/improve work and find efficiencies.
- Seek to understand the broader environment and changes that may impact the work of the team and adapts for best results.
- Set clear performance expectations for the team, collectively and individually, adjusting priorities and timelines as appropriate to focus on delivering high value outcomes.
- Develop and support a climate of continuous improvement and solutions-focused thinking to encourage new and innovative ideas for better ways of working.
- Proactively engage in personal development and learning, keeping up to date with contemporary best practice and thinking in Aboriginal and cultural heritage conservation and management

practices.

- Lead and coordinate operations within the directorate in the delivery of routine and complex property and heritage-related projects.
- Undertake quality assurance of work completed by teams and provide feedback and advice, where appropriate.
- Anticipate and provide expert advice in relation to property and heritage related projects.
- Coordinate and analyse inputs from other Government agencies, local authorities, industry, community and other stakeholders relating to property and heritage related projects.
- Develop and draft agenda papers for consideration by the Aboriginal Cultural Heritage Committee in relation to Aboriginal Cultural Heritage submission information and section 18 conditions.
- Prepare timely and well researched briefings, reports, submissions and Ministerial advice related to new information provided for existing consents provided under section 18 of the *Aboriginal Heritage Act 1972*.
- Establish, maintain and improve key relationships with internal and external stakeholders, including State and Local Governments, contributing to the effective management of client-agency relationships.
- Liaise effectively with stakeholders and Government Departments on the delivery of property and heritage related project outcomes.
- Represent the Department on boards, committees and working groups, when required by line management.
- Identify, negotiate and influence opportunities for maximising appropriate use of heritage and/or property assets.
- Manage work programs for property and/or heritage related project outcomes to ensure they proceed in a timely manner, consistent with Government objectives, legislation, policy and processes.
- Assess opportunities, trends and risks to effectively support line management to initiate change and innovation within and across teams.
- Monitor the status of property and heritage related projects within the team to achieve timely and accurate delivery.
- Understands and appreciates the challenges that affect diverse stakeholder groups, enabling effective representation to be achieved.
- Perform other duties as directed.
- Demonstrate professional and ethical workplace behaviours in alignment with the Department's Code of Conduct and Values. This includes ensuring work practices and behaviours foster an equitable, diverse, and inclusive work environment and support a safe and healthy workplace in accordance with Work Health and Safety legislation.

Essential Requirements

- Proven experience in successfully leading, managing and delivering complex and significant strategic projects in a timely and effective manner.
- Experience in collaborating with a range of internal and external stakeholders to successfully influence and achieve desired project outcomes.
- Proven ability to develop solutions and deliver key project outcomes in line with stakeholder and government objectives, and organisational and broader community values.
- Well-developed conceptual, analytical, research and report writing skills, demonstrating clear ability to synthesise complex information into clear and succinct written recommendations, reports and briefings.
- High level communication skills demonstrating ability to establish and maintain effective

relationships across a diverse range of stakeholders.

- Good understanding of effective business, financial and human resource management obligations within a public sector context.
- Demonstrate the behaviours within the leadership context as outlined below.

Desirable Requirements

- This position does not have any desirable requirements.

Special Requirements

- This position does not have any special requirements.

Mandatory Pre Employment Requirements

- All positions within the Department require the occupant to have a Nationally Coordinated Criminal History Check (NCCHC) conducted with a satisfactory outcome.
- A pre-employment Conflict of Interest will be completed and assessed prior to appointment.

Workplace Behaviours and Expectations

The Department's [Code of Conduct](#) sets out the professional behaviours that we expect of our employees and consistent with our departmental values.

The [Public Sector Commission's Leadership Expectations](#) provide a clear understanding of expected leadership behaviours and associated mindsets for all public sector employees. The expected behaviours (see below) should be demonstrated in the context of [Leading Others](#) for this position.

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 interests 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

Further information can be obtained from looking at the [behaviour descriptors](#).

Our Vision and Values

To respect the past, to create opportunities today and to plan for the future.

Our values shape our attitude and actions, guiding us both personally and professionally.

Respect	We respect that our work is personal to our stakeholders and that every piece of land and site has a story.
Collaboration	We engage and collaborate to build prosperous places and connected communities.
Integrity	Our ethics and integrity guide our actions with every piece of land, site and opportunity to enable us to deliver great outcomes for Western Australia.
Innovation	We enable innovation, implementing innovative approaches to the way we work to create value for our stakeholders.
Professionalism	Our professionalism empowers us to use our specialised knowledge and skills to deliver our work to the highest standards.
Accountability	We work in the interest of the public and take responsibility for our actions and decisions.

Acknowledgement of Country

The Department of Planning, Lands and Heritage acknowledges the Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, waters, and community. We acknowledge those who continue to share knowledge, their traditions and culture to support our journey for reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people.

Registration Date	10 March 2026	Registering Officer	Susan Berkin <i>Susan Berkin</i>
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