



Project Officer

Branch:	Marine and Ports Infrastructure
Directorate:	Westport
Position number:	00026418
Classification:	Level 4
Physical location:	Perth (Murray Street)
Award/Agreement:	Public Service Award & Public Sector CSA Agreement 2024

A world-class container port and trade network, built with nature in mind, that unlocks Western Australia's future economic prosperity

Imagine being part of a once-in-a-century project that will redefine Western Australia's trade future. Westport isn't just building a port. We're creating a world-class container hub and freight network designed to unlock WA's economic potential for generations to come.

Westport is the State Government's initiative to resolve future supply chain constraints by moving container trade from Fremantle to Kwinana. Our vision combines cutting-edge marine infrastructure with an integrated road, rail, and logistics network, supported by innovative policy, governance and technology, to ensure WA remains globally competitive and that the long-term health of Cockburn Sound is supported.

This is a career-defining opportunity to contribute to something extraordinary. At Westport, you'll join a dynamic, multi-disciplinary team working closely with industry leaders, community stakeholders, and experts in engineering, marine science, sustainability and transport. Together, we're planning for the next century of trade growth and creating lasting economic, social, and environmental benefits for WA.

To find out more visit: www.westport.wa.gov.au

Westport values



Collaboration

Working together with our team, across government and with our stakeholders.



Outcomes Focused

Good planning with well defined outcomes, seeking innovative solutions.



Clarity

Clear processes and communications, planned and proactive activities.

Overview of the Directorate

Westport is a transformational program that offers a rare opportunity for progressive and impactful large-scale infrastructure planning. Part of the Department of Transport and Major Infrastructure, the Westport Office is responsible for delivering a diverse program of works that will:

- Scale up WA's trade capabilities for the next century.
- Enable larger, more efficient vessels that Fremantle Port cannot accommodate.
- Increase the share of rail freight, reducing road congestion and emissions.
- Include an innovative port design informed by Cockburn Sound marine environment science.
- Enable the transformation of Fremantle Port into vibrant mixed-use communities.
- Generate thousands of jobs during construction and operations.
- Encourage growth within the Kwinana Industrial Area and Western Trade Coast.

Since 2017, Westport has been tackling the challenge of Fremantle's future constraints head-on. Stage 3 delivered a preferred design and a compelling Business Case showing the economic risk if WA doesn't act now. Currently in Stage 4 – Definition and Delivery, we're moving ahead with detailed plans for marine infrastructure, roads and rail.

Guided by our values, Westport is a decade-long journey to deliver a new container port in Kwinana by the late 2030s, futureproofing WA's trade capabilities for the next century.

Overall Purpose of the Role

The Project Officer provides administrative and project support to project manager/s and project teams across the full project lifecycle. The role contributes to the effective planning, coordination, monitoring and delivery of Marine and Infrastructure projects and may be deployed to support other teams in the Branch as required.

Work Description

1. Provide project, financial and administrative support to assist with the planning, delivery and monitoring of projects across the full project lifecycle.
2. Coordinate meetings and workshops, including preparing agendas, supporting documentation, taking minutes and following up actions with relevant stakeholders.
3. Establish and maintain strong and productive working relationships with internal and external stakeholders, including other government agencies, technical advisors and delivery partners, to support collaboration and the deliver project outcomes.
4. Undertake investigation and analysis of emerging project risks, issues and dependencies, apply sound judgement, contribute to practical solutions and escalate where necessary.
5. Manage own workload, priorities and resources effectively, responding constructively to changing priorities and taking responsibility for the timely delivery of quality outputs with minimal supervision.
6. Apply a values-led and customer-focused approach in all interactions, communicating clearly and professionally and working collaboratively to resolve issues and support team outcomes.
7. Administer project management systems and maintain accurate project documentation and records in accordance with Westport processes and the State Records Act 2000.
8. Assist the project manager(s) and project team with the monitoring and reporting of projects including status updates.
9. Contribute to cross-team and cross-functional activities to deliver project outcomes 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:

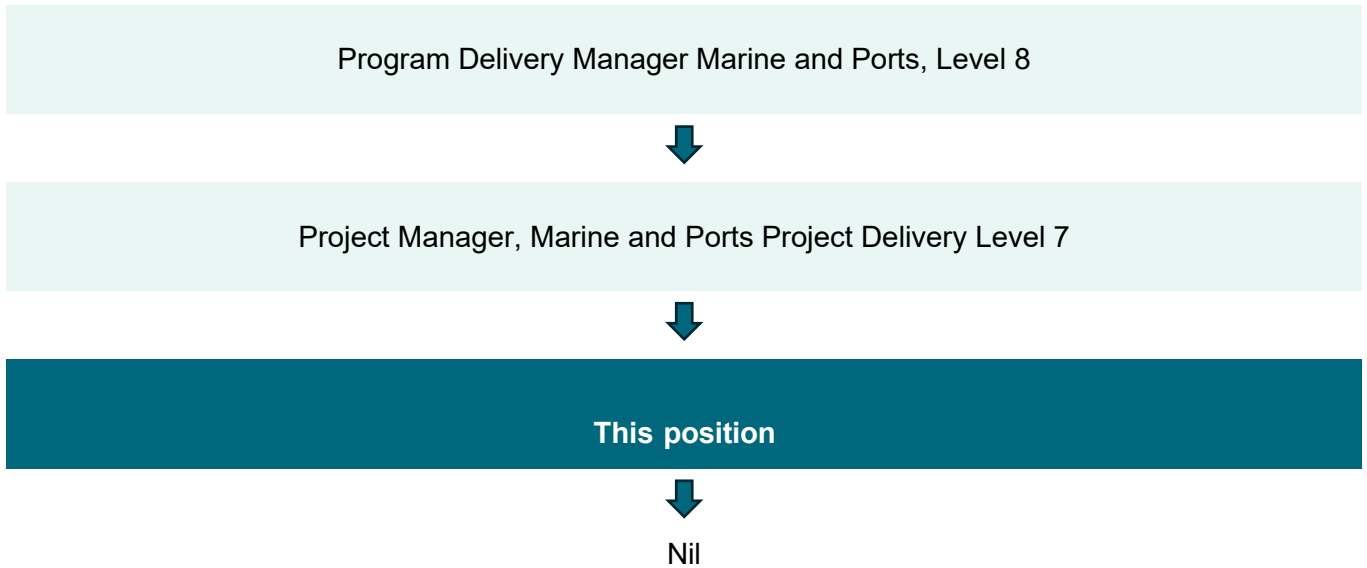
1. Demonstrated experience in providing a range of administration and project support activities within a major project or program environment.
2. Sound research, analytical and problem-solving skills, including the ability to investigate issues, evaluate information and contribute to practical solutions in a project context.
3. Well-developed written communication skills with the ability to prepare clear and accurate reports, correspondence, contracts and other project documentation.
4. Well-developed interpersonal, negotiation and oral communication skills with the demonstrated ability to work effectively with internal and external stakeholders to achieve team and project outcomes.
5. Demonstrated ability to use appropriate project tools, systems and processes to support delivery within specified timeframes.
6. Demonstrated ability to work effectively in a fast-paced team environment, manage competing priorities and deliver outputs with minimal supervision.

Desirable:

1. Experience working in capital works and infrastructure project environments.



Reporting relationships



Allowances/special conditions

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

