



Job Description Form

023234 Project Officer

Corporate Services & Major Infrastructure Projects

Position details

Classification Level: 5

Award/Agreement: Public Sector Award 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Corporate Services, Corporate Services & Major Infrastructure
Projects

Physical Location: Perth CBD

Reporting relationships

Responsible to: 020685 Project Director – Level 9

This position: 023234 Project Officer - Level 5

Direct reports: Nil

Overview of the position

The Corporate Services & Major Infrastructure Projects Directorate is accountable for leading high level Corporate Services projects and the Department's major infrastructure projects to meet strategic and business needs whilst ensuring compliance with all relevant legislation across the Department.

The Project Officer is responsible for undertaking project work as identified within the Directorate. This position will support the delivery of a range of projects and programs and will involve liaising, engaging and negotiating with key stakeholders.

Job description

As part of the Corporate Services & Major Infrastructure Projects team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.

- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Participates in and supports the project team and teams that contain key stakeholders across the Department and/or external agencies in the development and implementation of projects.
- Assists, as directed, with research and analysis activities necessary to determine best practice and embed them into policies, strategies and operating standards.
- Provides project record keeping management and secretarial support to the project team, ensuring processes are aligned to the Department's legislative requirements and strategic plan, as well as contributing to the assurance that projects are completed within scheduled timeframes.
- Consults with stakeholders and makes recommendations to the line manager and other key participants in relation to improvements to operating standards.
- Contributes to, and assists with, the preparation of comprehensive reports, memos, briefing notes and other documents, incorporating research and feedback to inform the strategic decision-making process within the Directorate and across the Department.
- Supports the operations of the Corporate Services & Major Infrastructure Projects Team by; assisting staff as required; actively participating in the formulation and achievement of objectives, strategies and priorities that support the effective functioning of the Directorate.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Demonstrated experience and skills in the management and coordination of a variety of projects.

Special requirements/equipment

- The position holder must possess a current valid motor vehicle driving licence.
- The position holder may be required to travel within Western Australia for operational purposes.

Certification

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

Deputy Director General, Corporate Services

Signature: _____ Date: _____

HR certification date: June 2025