



## Principal Project Officer

<b>Classification</b>	Level 7
<b>Position number</b>	00034019
<b>Business unit</b>	Economic
<b>Directorate</b>	Members of Parliament Resources and Transparency (MPRT) implementation team
<b>Award and Agreement</b>	Public Service Award 1992 and relevant Public Sector CSA Agreement

### About us

#### The Department

The Department of Treasury and Finance (DTF) is at the centre of Government decision-making. As the principal economic and financial advisor, we provide leadership and strategic advice and influence to support the delivery of services and outcomes for the benefit of Western Australia.

What we do is integral to the Government's decision-making processes about where and how to spend taxpayer's money to ensure Western Australians have access to quality services on a financially sustainable basis.

We lead procurement and leverage our buying power to secure products and services for government, achieving value for money for WA.

We collect revenue to fund government services and administer payment of grants and subsidies to the WA community.

#### The Directorate

The **MPRT team** is responsible for leading and supporting the implementation the recommendations of the Independent Review of Employment arrangements of Electorate Officers and broader MPRT framework for DTF.

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## The role

### Key responsibilities

The **Principal Project Officer** is primarily responsible for:

- working closely with the Assistant Director, to lead and deliver priority DTF projects.
- collaborating with internal business units across DTF and external stakeholders across the public sector to achieve project outcomes; and,
- supporting coordinated, whole-of-department approaches to strategic initiatives and organisational priorities.

### Key duties

- Leads a program of works to document, monitor and report on project plans through the project life cycle and ensure delivery of project outcomes and key financial matters.
- Develops and implements comprehensive compliance, risk management, quality assurance and governance strategies and processes for relevant projects and programs.
- Leads, advises on, and supports the scoping/planning, management and evaluation of comprehensive projects and/or programs of work (including policy development and implementation).
- Assesses and evaluates proposals/business cases, programs, projects and policies, against strategic financial and risk management objectives and standards.
- Develops a range of communication products tailored to the target audience and communication objectives (e.g. presentations, briefing notes and reports).
- Delivers presentations and facilitates discussions with stakeholders on project deliverables, including engagement with Senior Executives.
- Represents the Department on committees, working groups and other engagements.
- Develops strong and collegiate networks and relationships with key internal and external stakeholders, working collaboratively to resolve issues and ensure successful project delivery.
- Collaborates with multidisciplinary, inter-agency and multi-tasked project teams, applying effective negotiation strategies to drive successful outcomes under often challenging timeframes.
- Provides an advisory and consultancy service to internal and external teams across diverse subject matter, drawing on appropriate expertise as required.
- Exhibits accountability, professional integrity and respect consistent with the DTF's values, Code of Conduct and the Public Sector Code of Ethics.
- Undertakes other duties as required.

## Key requirements

### Core competencies

The five core capabilities below, part of the [Capability Framework](#), articulate the desired behaviours and skills required for successful performance in the role. Each capability is supported by a set of behavioural indicators. You will need to ensure that you consider and demonstrate the behavioural indicators relevant to the classification level and within the context of the role.

1. Shapes and manages strategy
2. Achieves results
3. Build productive relationships
4. Displays personal drive and integrity
5. Communicates and influences effectively

### Essential role-specific requirements

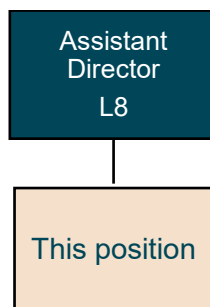
1. Demonstrated experience in complex projects, including experience in project and/or program delivery, risk management, governance and reporting.
2. Demonstrated experience in policy analysis, development and implementation.

### Desirable role-specific requirements

1. Tertiary qualification in a relevant discipline.

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## Reporting relationships



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## Certification

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

Assistant Director, People and Culture 6/05/2026

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