

Job Description Form (JDF)

Position details

Position title:	Project Manager Kimberley Eclipse
Position number:	70260073; 70260074
Classification:	Level 6
Physical location:	Perth, Kununurra other locations may be considered
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Industry Economic Development
Directorate:	Regional Business Development
Branch:	Strategic Programs

Reporting relationships

Reports to:	Program Manager Kimberley Eclipse, (70260072), Level 7 These 2 positions
Direct reports:	Nil

Role summary

Coordinates and conducts research and analysis of complex information and data relative to preparations and program of works for the Total Solar Eclipse in the Kimberley in 2028 (TSE28). Oversees less complex projects and assists with coordination of more complex projects.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Contributes to the development and implementation of a range of projects in support of the directorate's and Department's objectives.
- Builds and maintains relationships with internal and external stakeholders to support the delivery of project outcomes.
- Participates on relevant project teams, committees and working parties representing the Department as required.
- Contributes to the development and implementation of policies relating to project management to deliver project outcomes.

- Undertakes and/or co-ordinates research, collation, analysis and evaluation of issues, policies, practices, and/or procedures to identify relevant factors and provide recommendations for further consideration or action.
- Monitors progress of projects, prepares progress reports and assists to address issues that will affect performance indicators and/or milestones.
- Contributes to the evaluation and review of project outcomes.
- Works collegiately with other project management officers to ensure there is an efficient and effective project management function across the Pillar.
- Prepares and coordinates reports, submissions, briefings, correspondence and advice.
- Researches and identifies effective risk management strategies for the Department to ensure outcomes are achieved.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated experience in complex project management, including the ability to deliver agreed outcomes within specified timeframes.

Core capabilities

2. *Build effective relationships*: Highly developed interpersonal and negotiation skills and the ability to develop and maintain productive working relationships.
3. *Challenge for innovation*: Demonstrated ability to develop practical and innovative solutions to complex problems in order to meet organisational objectives.
4. *Think strategically*: Well developed conceptual, analytical and problem-solving skills with the ability to provide strategic solutions to project management problems.
5. *Deliver in a changing environment*: Highly developed planning and organisational skills including the ability to prioritise and complete tasks within deadlines.
6. *Lead and empower others*: Proven ability to work collaboratively within a team environment and contributes to the achievement of the team goals.

Desirable criteria

1. Possession of, or progression towards a relevant tertiary qualification.

2. Knowledge and/or experience working in the Kimberley or Northern Australia.

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Position title: Deputy Director General, Industry and Economic Development

Endorsement Date: 1 April 2026