



Position title Principal Project Officer Contracts		Position number 013203
Classification level Level 7	Award/Agreement PSA 1992 / PS CSA Agreement	Effective date May 2026
Division and Directorate Corrective Services Young People	Branch Youth Services	Location Perth CBD

Mission	Principles	Values
<ul style="list-style-type: none"> A fair, just and safe community for all Western Australians 	<ul style="list-style-type: none"> High performing and professional Ethical and accountable Trained, safe and supported 	<ul style="list-style-type: none"> Respecting rights and diversity Fostering service excellence Being fair and reasonable

Reporting relationships

Responsible to:	017513	Level 8	Program Manager (Model of Care)
This position:	013203	Level 7	Principal Project Officer Contracts
Direct reports:	Nil		

About this position

The Young People Directorate (YPD) is solely focused on young people in the youth justice system. It delivers statutory services to young people in accordance with the Young Offenders Act 1994 and the Young Offenders Regulations 1995. These services are delivered in the courts, community and detention centres.

The YPD is responsible for the safety, security and rehabilitation of young people both in the community and custody. Its core objective is to reduce reoffending among young people through services to divert young people away from the criminal justice system; programs and services for young people on orders in the community; and programs and services in custody.

The YPD is guided by the Young People Strategy 2025-2030, which is aligned with the broader Corrective Services Strategy 2025-2030 however with a specific focus on young people. The Strategy includes the importance of diversion as the primary preferred intervention for young people and the implementation of the new model of care (MoC) for youth detention centres.

The role provides professional advice and undertakes complex research and critical analysis in relation to youth justice activities, strategies and policies that support the Youth Justice Framework for Western Australia linked to the Department's strategic direction.

Key deliverables - what this position involves

- Oversees the contract management services, including policies, standards, process improvements and guidelines.
- Develops cost models and in collaboration with Finance, lead in contract bidding, negotiation and evaluation.
- Establishes and monitors contract arrangements with external providers to meet specified contractual outcomes.
- Undertakes complex research, environmental scanning and critical analysis activities necessary to develop systems, programs and plans required to support young people through the justice system.
- Develops and implements strategies to ensure effective contract planning and management services.
- Provides high-level contract planning and management advice to the Deputy Commissioner and Senior Management.
- Supports the Deputy Commissioner with the provision of accurate and timely briefings and preparation of parliamentary and ministerial responses.
- Investigates and provides recommendations on complex issues related to contract planning management and legislation in order for informed decisions to be made in optimising resource allocations.
- Provides support and localises procurement strategies.
- Manages specifications for specific programs and ongoing engagement with relevant internal and external stakeholders.
- Budget management and analysis of expenditure opportunities to maximise value for money.
- Performing other complex projects and duties as directed.
- Demonstrate a commitment to adhere to the Department’s Code of Conduct, Public Sector Commission’s Ethical Foundations and Equal Employment Opportunity legislation.
- Demonstrates the expected behaviours of the context for this role.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Leadership expectations - our expectations of you

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Leading Others](#).

Essential selection criteria - what you need to bring to this role

<p>1 Role specific requirements</p>	<ul style="list-style-type: none"> • Demonstrated knowledge of Government Procurement policies, issues and strategic direction. • Demonstrated high-level skills and experience in complex, high-level contract development and/or contract management. • Demonstrated experience of Planning and Policy Development skills to strategies, evaluate and deliver
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	<p>the provision of contract management services in compliance with government contract requirements.</p> <ul style="list-style-type: none"> • Demonstrated experience in Procurement Services and Contract Management including experience in managing contracting and procurement functions in a large, complex organisation. • Ability to conceptualise and analyse information, identify solutions in a procurement/contract management context including analysis of expenditure opportunities to maximise value for money, with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.
<p>2 Lead collectively Seek and build key relationships, work together and focus on the greater good.</p>	<ul style="list-style-type: none"> • Knows how their work and the work of others align to broader agency goals. • Manages their work priorities and those of others and outcomes. • Addresses team issues. • Monitors progression to ensure deliverables are met. • Builds and supports effective work relationships.
<p>3 Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.</p>	<ul style="list-style-type: none"> • Applies critical thinking techniques to develop a range of options. • Uses their knowledge and skills and those of others to refine options. • Is solutions focused. • Understands the need for compliance to minimise risk.
<p>4 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.</p>	<ul style="list-style-type: none"> • Remains aware of evolving team needs. • Seeks input of others before acting. • Adapts style depending on situation.
<p>5 Deliver on high leverage areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.</p>	<ul style="list-style-type: none"> • Understands and can communicate the essential priorities. • Is able to identify and understand work area priorities and adjust as required. • Is able to monitor, adapt and ensure work priorities are incorporated into work activities. • Explores and seeks opportunities for innovation. • Scans the environment for possible obstacles and intervenes early to navigate setbacks.
<p>6 Build capability</p>	<ul style="list-style-type: none"> • Accepts they contribute to the development of others in

<p>Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<p>a team or work group.</p> <ul style="list-style-type: none"> Leads by example and supports others with growth and development. Embraces and encourages diversity within the workplace. Responsible for fostering a positive sector culture.
<p>7 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.</p>	<ul style="list-style-type: none"> Shows workplace actions embody the spirit of public services. Demonstrates empathy, compassion, integrity, and humility. Supports others to excel. Assumes responsibility for supporting others to embrace the spirit of public service.
<p>8 Lead adaptively Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> Continuously seeks opportunities to develop own knowledge, skills and expertise. Recognises their impact on others and acts to model appropriate and suitable behaviours. Seeks feedback from others to enhance personal effectiveness. Embraces, leads and supports others through change. Sources and seeks feedback from others to enhance leadership.
<p>Desirable selection criteria <i>Not considered essential to perform the role but may contribute to the ability to undertake the role.</i></p>	
<p>9 Qualifications, knowledge and/or experience</p>	<ul style="list-style-type: none"> N/A

Special requirements, licenses, accreditations, and conditions

- The position holder must possess a current valid motor 'C' or 'C-A' vehicle driving licence.
- This position is identified under Section 6 of the *Working with Children (Criminal Record Checking) Act 2004* as Child Related Work. Applicants must have a current Working with Children Check to be eligible for appointment to this position.

HR Certification

Upload date: 21 May 2026