

Job Description Form (JDF)

Position details

Position title:	Project Support Officer
Position number:	Generic
Classification:	Level 3
Physical location:	Various
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Biosecurity and Emergency Management
Directorate:	Animal Biosecurity and Welfare
Branch:	Market Access and Policy

Reporting relationships

Reports to:	Senior Project Officer, (70230169), Level 5
	This position
Direct reports:	Nil

Role summary

Provides project support to the team and the delivery of assigned project components.

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:

- Coordinates assigned project components to ensure that deadlines are met.
- Coordinates and assists in the preparation of reports and meeting papers including minute taking and agenda distribution.
- Assists with the development and production of project management documentation used in the definition and delivery of projects, including project plans, monthly reports, project variations and schedule information.
- Undertakes the investigation of straightforward issues and provides information as required.
- Maintains an accurate and effective document and file tracking and recording system to ensure monitoring and tracking of the implementation and performance of key priorities, deliverables and projects.

- Liaises with and provides advice to internal and external stakeholders to support the delivery of project outcomes.
- Collects data and monitors the progress of assigned projects and assists in the preparation of progress reports.
- Assists in the evaluation and review of project outcomes.
- 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. Knowledge of project management, including the ability to deliver agreed outcomes within specified timeframes.

Core capabilities

2. *Build effective relationships*: Good verbal and written communication skills with the ability to liaise with both internal and external stakeholders.
3. *Challenge for innovation*: Demonstrated ability to develop or suggest solutions for business improvements.
4. *Think strategically*: Sound research, analytical and problem-solving skills.
5. *Deliver in a changing environment*: Demonstrated ability to prioritise tasks and organise workload to meet targets and deliverables.
6. *Lead and empower others*: Demonstrated ability to work autonomously, collaboratively and productively as a member of a team.

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

Endorsement Date: 13 May 2026