

## Job Description Form (JDF)

### Position details

Position title:	Project Officer
Position number:	Generic
Classification:	Level 4
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

Conducts research and analysis of complex information and data relative to projects. Undertakes independently less complex projects and assists with 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:

- Assists in the development and implementation of a range of projects in support of the Directorate's and Department's objectives.
- Liaises with and provides advice to internal and external stakeholders to support the delivery of project outcomes.
- Prepares and coordinates reports, submissions, briefings, correspondence and advice.

- 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.
- 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. Experience in project management, including the ability to deliver agreed outcomes within specified timeframes.

##### Core capabilities

2. *Build effective relationships*: Well-developed verbal and written communication skills with the ability to liaise with both internal and external stakeholders.
3. *Challenge for innovation*: Demonstrated ability to develop practical and innovative solutions to problems.
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)
- The contract of employment specifies terms and conditions relating to this position.
- 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.

## 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