



## Job Description Form

# Policy and Project Officer

### Position Details

<b>Position Title:</b>	Policy and Project Officer
<b>Position Number:</b>	33915
<b>Classification:</b>	Level 5
<b>Award/Agreement:</b>	Public Sector Award and Agreement
<b>Organisational Unit:</b>	Service and Invest / Finance Services
<b>Location:</b>	Perth Metropolitan Area
<b>Classification Date:</b>	
<b>Effective Date:</b>	May 2026

### Reporting Relationships

**This position reports to:**

Manager Financial Reform, 33914, Level 7

**Positions under Direct Supervision:**

This position has no subordinates.

## About the Department

The Department of Housing and Works (DHW) is Western Australia's major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women's interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

## Role Statement

This position contributes to the coordination and implementation of strategic financial frameworks, audits, and reform initiatives to promote best practice in financial management, accounting operations, and risk mitigation. The role develops and maintains collaborative relationships with a broad range of internal and external stakeholders to support a coordinated approach to the implementation and evaluation of financial frameworks. It participates in the development and assessment of strategies to address complex financial management issues and contributes to the review and enhancement of financial policies and procedures. The position also supports the Financial Services teams to deliver outcomes aligned with corporate objectives and strategic priorities.

## Position Duties and Responsibilities

### 1. Stakeholder Relationship Management

- 1.1 Consults, engages, and builds collaborative partnerships with internal and external stakeholders, to ensure a coordinated approach to implementing and evaluating financial frameworks and reform projects across the Department.
- 1.2 Shares knowledge and works in cohesive partnerships with other Finance operational areas, to ensure consistency in advice and services provided.

### 2. Project Management

- 2.1 Identifies and undertakes the planning, implementation and management of finance projects that contribute to the achievement of Directorate objectives and/or whole of Government initiatives.
- 2.2 Prepares documents, discussion papers, submissions, and performance reports relating to projects being undertaken.
- 2.3 Prepares and contributes to the development of reports to meet external accountability requirements.
- 2.4 Participates in the development and evaluation of strategies for resolving complex issues relating to financial matters, by determining applicable legislative and policy requirements, in the context of financial management and risk mitigation.

### 3. Policy Development

- 3.1 Analyses, investigates and researches emerging issues to inform the financial policy and strategy development and prepares draft policy and discussion papers.
- 3.2 Contributes to the coordination and development of implementation for corporate policy and strategy.
- 3.3 Responsible for evaluation and review of new and existing corporate policies and programs.
- 3.4 Ensures effective communication strategies are developed and delivered to support the implementation of policies and initiatives.

### 4. Other

- 4.1 Provides direct support to the Manager to deliver ad-hoc, whole of agency governance requirements.

## **Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with DHW's Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the DHW's performance development process and pursues professional development opportunities.
3. Participates in emergency or critical event response management duties as required.
4. Undertakes other duties as required.

## **Work Health and Safety Responsibilities**

### **All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

### **Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

### **Essential Work-Related Requirements (Selection Criteria)**

1. Demonstrated experience in the planning, implementation and management of organisation-wide projects.
2. Well developed organisational and project management skills, with the ability to operate within tight timeframes
3. Demonstrated experience in researching emerging issues to inform financial policy, and in developing policies.
4. Well-developed communication, interpersonal and negotiation skills with ability to liaise and deliver a customer-centric service.

### **Desirable Work-Related Requirements (Selection Criteria)**

1. Diploma or Degree in Accounting, Finance or a related field.
2. Diploma, Degree or Certification in Project Management.
3. Current or eligible for membership into CPA Australia, Institute of Chartered Accountants in Australia or the National Institute of Accountants or appropriate membership of a recognised overseas accounting body.

### **Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.