

Job Description Form (JDF)

Position details

Position title:	Project Officer
Position number:	70190225
Classification:	Level 5
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Industry and Economic Development
Directorate:	Regional Development and Investment
Branch:	Core Programs

Reporting relationships

Reports to:	Project Manager (70190223), Level 7 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:

- 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.
- 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.

- Contributes to 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 interpersonal and negotiation skills, including the ability to build and maintain internal and external relationships.
3. *Challenge for innovation*: Demonstrated ability to develop practical and innovative solutions to problems.
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*: Well-developed planning and organisational skills, including the ability to prioritise tasks and meet deadlines.
6. *Lead and empower others*: Demonstrated ability to work collaboratively in a team environment and contributes to the achievements of team goals.

Desirable criteria

1. Nil

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: 17 July 2025