



Job Description Form

013696 Assistant Project Officer

Infrastructure Planning & Standards

Position details

Classification Level: 4

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement
(and subsequent agreements)

Position Status: Permanent

Organisation Unit: Corporate Services, Infrastructure and Environment

Physical Location: Perth CBD

Reporting relationships

Responsible to: 022665 – Manager Accommodation – Level 6

This position: 013696 – Assistant Project Officer – Level 4

Direct reports: Nil

Overview of the position

The Infrastructure and Environment Directorate oversees the Department's infrastructure and maintenance requirements, the management and delivery of large infrastructure projects, sustainability and environmental impacts and the management and optimisation of the Department's assets, including land and buildings, leased accommodation, Government Regional Officer Housing and the management and coordination of the Department's vehicles.

The Planning and Standards Branch manages the Department's vehicle fleet, office accommodation, Government Officer Regional Housing and oversees land and building assets acquisition and disposal.

The Assistant Project Officer is responsible for undertaking and supporting projects and working collaboratively with other business areas to deliver outcomes that align with the Department's objectives and meet Government standards. It is also required to assist with building tenant requests, maintaining registers, finance processing, record keeping and other administrative functions for the Directorate.

Job description

As part of the Planning and Standards team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Leads or assists in the management of small-to-medium sized projects, with limited complexity and/or business change.
- Provides project administration assistance, manages conflicting organisational priorities and undertakes research to support colleagues.
- Contributes to maintaining key relationships with internal and external stakeholders to provide updates regarding project status.
- Processes financial tasks within payment timelines and in accordance with system requirements.
- Assists with monitoring and responding to general email enquiries regarding office accommodation.
- Provides routine advice and guidance to internal stakeholders relating to building tenant requests and maintenance.
- Participates in the development of procedural documents, ensuring alignment with policy guidelines and helps the team to streamline processes.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the reasons for decisions and how they are related to their work, understand the work environment and identify issues that may impact own achievement and contributes to team planning, draw on information from a range of sources and to use

common sense to analyse what information is important, anticipate issues that could impact on tasks and identify risks and uncertainties in procedures and tasks are all important for this role.

Achieve Results

The ability to; monitor progress against performance expectations to ensure deadlines are met, communicate outcomes to supervisor, apply and develop capabilities to meet performance expectations, demonstrate knowledge of new programs, products or services relevant to the position, work to agreed priorities, outcomes and resources and be responsive to changes in requirements are fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with team members, other teams, colleagues and clients, share information with team members, seek input from others, contribute to team discussions and ensure that others are kept informed, maintain an awareness of personalities, motivations and diverse qualities, treat people with respect and courtesy and an ability to act on constructive feedback.

Exemplifies Personal Integrity and Self-Awareness

An ability to; listen when own ideas are challenged, provide accurate advice to colleagues and clients and to check and confirm the accuracy of information prior to release, take responsibility for mistakes and learn from them, acknowledge when in the wrong, seek advice and assistance from colleagues and supervisor when uncertain. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; structure messages clearly and succinctly orally and in writing, focus on gaining a clear understanding of others comments by listening and questioning for clarity, check that own views have been understood, listen to differing ideas to develop an understanding of the issues are essential in this role.

Role Specific Criteria

Nil

Special requirements/equipment

Nil

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Executive Director, Infrastructure and Environment

Signature:

Date: September 2025

HR certification date: October 2025