



PROJECT OFFICER

Position Number: Various Level: 3

ANZSCO: 223111

JOB DESCRIPTION FORM

THE ROLE

The Project Officer is responsible for undertaking a range of project support and coordination activities that assists the Fire Engineers across the Built Environment Branch. The work includes undertaking inspections, reviewing designs and assessments, research, document preparation, stakeholder correspondence and attendance at stakeholder meetings.

REPORTING RELATIONSHIPS

ORG STRUCTURE

Strategy and Emergency Management
Legal, Policy and Compliance
Built Environment

THIS ROLE REPORTS TO

Assistant Director Fire Engineering (006262) Level: SCL5

POSITIONS THAT REPORT TO THIS ROLE

NIL

POSITION INFORMATION

LOCATION: Como (relocation to West Perth scheduled for mid-late 2026)

SPECIAL CONDITIONS: The Department is an emergency services organisation and all employees may be required to work business hours or outside of normal business hours to assist with emergencies.

Employees in this position may be required to undertake intrastate travel (by air and/or road).

SPECIFIC RESPONSIBILITIES

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Work Health and Safety legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

- Provides project support to the Fire Engineers team, delivering administrative, coordination and technical assistance, including project governance activities such as meeting coordination, record keeping, reporting, and general project management support.
- Undertake preliminary reviews of building designs and fire engineering assessments to support compliance checking.
- Supports the team in undertaking activities relating to inspections, reviewing designs and assessments, documentation preparation and stakeholder correspondence.
- Attend meetings with internal and external stakeholders as part of the Fire Engineers team.
- Provides support in developing and reviewing computer modelling outputs for fire safety submissions to DFES.
- Support Fire Brigade Intervention Model (FBIM) analysis, to assess its application in fire engineering documentation where required.
- Undertakes research and collects information from a range of sources to assist in meeting reporting requirements.
- Assists in developing and reviewing DFES policies and guidelines related to structural fire safety.
- Attends DFES training and development relating to emerging structural fire safety matters.
- Supports senior staff in triaging low-complexity and low-risk fire engineering assessments.
- Assists in identifying issues arising from assessments, inspections or stakeholder feedback and contributes towards the development of simple remediation actions under supervision.

Other

- Reporting all health and safety hazards, near misses and injuries.
- Actively participate in managing risk and resolving health and safety issues and promoting a safe place of work.
- Undertake other duties as required.

EXPECTED LEADERSHIP BEHAVIOURS

Leadership Expectations are critical to the success of DFES and provide a clear understanding of the expected behaviours for all public sector employees. This position aligns to the context of **Personal Leadership**, and it is essential that you demonstrate the required behaviours below to undertake this role:

Behaviour	Descriptor
Lead collectively	Seek and build key relationships, work together and focus on the greater good.
Think through complexity	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
Dynamically sense the environment	Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
Deliver on high leverage areas	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
Build capability	Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
Embody the spirit of public service	Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.
Lead adaptively	Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

ESSENTIAL CRITERIA

1. Completion or pursuing a Bachelor of Engineering in either Civil, Hydraulic or Structural and/or have relevant experience in fire safety systems or building surveying.
2. Demonstrated research, analytical, evaluation and problem-solving skills.
3. Sound communication and interpersonal skills with the ability to maintain productive relationships with a range of stakeholders in various contexts.
4. Proven ability to work autonomously and within a team environment.
5. Experience in the use of Microsoft Office Suite and computer databases.

DESIRABLE CRITERIA

1. Experience and/or knowledge of Fire Safety.
2. Current WA Drivers License (C Class minimum) which must remain valid for the duration of employment.

CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified			