



# Project Officer

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Various

**Directorate / Command / District / Division:**

Various

**Work Unit:****Position Description Number:**

Generic 414

**Rank / Level / Band:**

Level 4

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**Employment Conditions**

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Various

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**Position Objective**

Coordinates and develops assigned project/s of a straightforward nature, or components of a larger more complex project, to meet project requirements and contribute to the achievement of Branch/Portfolio/Agency objectives and strategic business plans. Provides advice and support to the Managers to coordinate contract management in line with Contract Service Owner requirements and divisional administrative responsibilities.

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**Role of Work Unit**

The Western Australia Police Force is the State's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population. The WA Police Force provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

This position is found in a number of work units across the Agency.

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**Reporting Relationships**

This position reports to:

- Project/Program Manager – at either Level 6/Senior Sergeant up to and including Level 8/Superintendent

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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## Key Accountabilities

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### 1. Project Support (70%)

- 1.1 Undertakes components of complex projects, to investigate issues and/or develop and implement initiatives at a Branch/Portfolio or Agency level.
- 1.2 Assists in the identification of resource requirements (human, physical and financial), and coordinates the use of external service providers.
- 1.3 Undertakes and/or co-ordinates research, collation, analysis and evaluation of straightforward issues, policies, practices, and/or procedures to identify relevant factors and provide recommendations for further consideration or action.
- 1.4 Contributes to the planning and execution of business readiness activities, including developing the training and communication plan(s).
- 1.5 Coordinates project communications and develops publications, as required.
- 1.6 Plans and facilitates workshops, seminars and/or training sessions, as required.
- 1.7 Participates in procurement activities.
- 1.8 Participates in the identification, assessment and management of risks and issues.
- 1.9 Maintains the currency of project registers, including risks, issues, actions and lessons learned.
- 1.10 Updates and maintains project management tool.
- 1.11 Ensures compliance within Agency project execution framework(s).
- 1.12 Monitors progress of the project, prepares progress reports and assists to address issues that will affect performance indicators and/or milestones.
- 1.13 Consults and negotiates within well-defined authority with areas having an interest in or which will be impacted by the project to ensure stakeholders' requirements are met.
- 1.14 Participates in negotiations with consultants, external agencies and police personnel at all levels as required.
- 1.15 Coordinates the implementation and/or evaluation of project outcomes as directed.

### 2. Contract Administration (15%)

- 2.1 Manages the day-to-day resource engagement process in accordance with the principles outlined in the Contract Management Plan.
- 2.2 Provides advice and direction to all stakeholders on requirements relating to the contract resource engagement/disengagement process, ensuring compliance with contract specifications and government processes and policies.
- 2.3 Implements strategies to analyse, monitor and ensure the highest possible level of service delivery by contracted service providers, by coordinating the engagement/disengagement processes and resources, in order to strengthen contractual and commercial relationships.
- 2.4 Develops and maintains appropriate recording systems to process and coordinate all Service Engagement Briefs (SEB).

### 3. Finance (10%)

- 3.1 Coordinates and monitors the daily activities and expenditure of the project team.
- 3.2 Monitors project budget and ensures billable hours are correctly submitted by contract resources.

### 4 Other (5%)

- 4.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 4.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the Agency's professional standards and Code of Conduct including reporting wrongdoing.
- 4.3 Undertakes other duties as directed.

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## Specialist Prerequisite(s)

It is a requirement that the position holder is successful in obtaining and maintaining a valid Working with Children Check if located within: **Road Safety Commission, Road Safety Education Program.**

## Work Related Requirements

### Essential

Project coordination skills

Communication Skills

Analytical and conceptual skills

Research and evaluation skills

Organisational skills

### Context in which work related requirements will be applied and or general standard expected.

Leading a team through projects of low complexity. Contributing to and monitoring project progress and priorities to achieve quality outcomes.

Presenting messages in a clear, concise manner, adhering to project documentation procedures. Focusing on key points and using appropriate language. Understanding the audience and tailoring communication style and message accordingly. Participating in meetings. Liaising with internal and external stakeholders at all levels.

Conceptualising and analysing issues to provide advice and evidence-based recommendations to mitigate problems. Thinking laterally and identifying scope for improved work practices.

Undertaking research and evaluating findings relevant to the focus. Contributing practical and researched information to improve outcomes.

Managing own workload and demonstrating flexibility in managing competing priorities. Establishing tasks and timeframes to successfully achieve project objectives.

## Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

## Certification

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

Position Title and Work Unit	Name	Date
Organisational Design Consultant Organisational Design & Analysis	Sonia Comerford	27/05/2024 BLI
Executive Manager Organisational Design & Analysis	Dianne Hopkinson	16/03/2021

## POSITION PARAMETERS

(Do not remove)

### PROJECT

The project, or project component, is *typically*:-

- small scale, straight forward and low risk;
- well defined with the scope, specifications and outcomes established by the project manager;
- completed by one person or a small team under guidance;
- low impact on the agency, i.e. does not affect core business or operations;

An incumbent in this position *may*:-

- assist with the development of action plans and an acquisition strategy, but will not be responsible for their implementation;
- undertake research, analyse options and make recommendations for consideration by a supervisor/committee;
- make suggestions for project amendments;
- liaise with consultants/staff/specialists;
- monitor and report on the progress of the project;
- apply project management tools to achieve objectives;
- participate in the decision making process.

### JUDGEMENT

Judgement is required to select appropriate techniques, methodologies and services, manage own work and the work and output of others.

Some judgement is required in analysing issues, researching options, evaluating consequence and recommending possible solutions.

Problems encountered are sometimes difficult, but they can be solved through the application of policies, procedures and precedents. Guidance and assistance is readily available for more complex issues.

### AUTONOMY

The position has autonomy to manage its own work and assign tasks to team members.

The position has moderate autonomy to select appropriate techniques and methodology to complete the work.

The position has limited autonomy to direct or change the project and outcomes. Any ideas/suggestions must be referred to the project sponsor for approval.

### ACCOUNTABILITY

The position is accountable for the standard and efficiency of its own work, the work of team members and the quality of advice/recommendations provided to the project manager.

The position typically has shared accountability with the team and project manager for the management of the project and the achievement of outcomes.

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