



Job Description Form

Project Assistant

Position Details

Position Number: Generic

Classification: Level 4

Award/Agreement: Public Sector Award and Agreement

Organisational Unit: Housing Policy and Development / Housing Services /
Housing Practice and Support

Location: Perth Metropolitan Area

Classification Date:

Effective Date: December 2025

Reporting Relationships

This position reports to:

Principal Project Officer, 016891, Level 7

Positions under Direct Supervision:

This position has no subordinates.

Role Statement

The Project Assistant is part of the dedicated multi-disciplinary team needed to define and guide service and operational improvement.

This role supports the Team that is working to drive and support continuous improvement across operational areas and in service delivery.

Position Duties and Responsibilities

1. Project Administration

- 1.1 Provides information and support to multiple project and program teams in regard to standards, processes and tools.
- 1.2 Supports project teams, with the development of documentation, tools and templates for use by project stakeholders.
- 1.3 Coordinates external and internal meetings, including preparing agendas, taking Minutes, distributing documents and setting up.
- 1.4 Establishes and maintains effective communication channels with project teams, internal and external clients, and stakeholders and customers.
- 1.5 Liaises with project staff to track the project/s and / or program/s critical path/s and works to ensure key risks, issues and interdependencies are flagged and escalated within the project/s or program/s.
- 1.6 Collaborates with project staff and stakeholders to monitor and consolidate project and program deliverables, schedules, resources and project benefits.
- 1.7 Maintains key project documentation and manages document and version control for allocated activities.
- 1.8 Consolidates and provides basic analysis on program data.
- 1.9 Consolidates information for reports for project managers, regarding project delivery, including milestone summaries, key issues, risks, benefits and a summary of costs incurred.
- 1.10 Contributes to the development, implementation and continuous improvement of project management policies, procedures, templates and tools, and ensures adherence with project governance methodology, frameworks and standards across all projects.
- 1.11 Liaises with stakeholders to ensure the project and / or program is well placed to achieve outcomes and provides portfolio, program and project reports on behalf of the Project Manager and the Division.
- 1.12 Provides support in responding to project enquiries.
- 1.13 Assists in schedule and activity management.

2. Other

- 2.1 Supports service delivery with the establishment and maintenance of relevant SharePoint sites.
- 2.2 Supports the administration of project management systems.

Corporate Responsibilities

1. Exhibits accountability, professional integrity and respect consistent with the Department's Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Department'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. Knowledge of Project Management, including the ability to deliver agreed outcomes within specified timeframes.
2. Sound Research, Analytical and Problem-solving skills.
3. Experience in contributing to Policy development.
4. Well-developed Communication and Interpersonal skills.
5. Experience in contributing to the achievement of Project Team outcomes.

Essential Eligibility Requirements / Special Appointment Requirements

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