



RESILIENCE AND RECOVERY PROJECT OFFICER

Position Number: Generic Level: 4

ANZSCO: 511112

JOB DESCRIPTION FORM

THE ROLE

The role will undertake a variety of project and program-based work across DFES State Recovery, providing information, support and advice to various teams to support the development and implementation of disaster resilience and recovery initiatives, programs and policies. In the event of a significant emergency event, this role may be tasked to undertake activities which directly contribute to the recovery of impacted communities.

REPORTING RELATIONSHIPS

ORG STRUCTURE

Strategy and Emergency Management
Resilience and Recovery
Recovery Operations

THIS ROLE REPORTS TO

Various

Level: 7

POSITIONS THAT REPORT TO THIS ROLE

Nil

POSITION INFORMATION

LOCATION:

Como and/or Cockburn

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 regular 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 Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

Project and Policy Support

- Assists in the development and implementation of community resilience and recovery projects and policies in support of business and Government objectives, including but not limited to:
 - Undertake research and data analysis and collate and provide information and advice to support decision making.
 - Contribute to the preparation of resources and documentation, including tools, templates, presentations, reports, submissions and briefings.
 - Assist with project monitoring and consolidate information for Project/Program Managers including summary of progress and costs incurred.
 - Supports the delivery of financial assistance grant programs.
- Maintain key project and program documentation and manage document and version control for allocated activities.
- Respond to requests for information on projects in consultation with team members.

Stakeholder Engagement

- Establish and maintain effective communication with colleagues, internal and external stakeholders, and communities impacted by a disaster event.
- As required, participate in and support committees, working parties and other project teams involved with community resilience and recovery activities, including preparing for meetings and taking minutes when required.
- Contribute towards a positive team structure focused on the achievement of objectives, a collaborative approach to work and a positive work environment.

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. Demonstrated research and analytical skills with the ability to resolve problems and achieve project outcomes.
2. Demonstrated communication and interpersonal skills including the ability to liaise effectively with internal and external stakeholders.
3. Demonstrated ability to work effectively within a team environment.
4. Demonstrated ability to manage own workload and competing priorities.
5. Demonstrated ability to provide advice and information with experience in the preparation of reports, briefs, business cases and project plans.

DESIRABLE CRITERIA

1. An understanding of recovery in an emergency management context.

CERTIFICATION

Version	Description	Approval Date	Registered Date	Registered by
Vs 1.0	Created and classified	29 May 2023	31 May 2023	Fiachra Felle
Vs 2.0	Minor JDF update	16 May 2024	16 May 2024	Andrea Dawson
Vs 3.0	Minor JDF update	26 August 2024	26 August 2024	Andrea Dawson
Vs 4.0	Leadership Behaviours	19 August 2025	19 August 2025	Jeneen Zoutman
Vs 5.0	Minor JDF update	25 May 2026	25 May 2026	Tasha McMenamin