



Job Description Form

Senior Project Officer

Position Details

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| Position Number: | Generic |
| Classification: | Level 6 |
| Award/Agreement: | Public Sector Award and Agreement |
| Organisational Unit: | Housing Policy and Development / Housing Delivery and Asset Maintenance / Statewide Asset and Maintenance Services / Maintenance and Assets Gov and Compliance |
| Organisational Unit: | Housing Policy and Development / Housing Delivery and Asset Maintenance / Statewide Asset and Maintenance Services / Maintenance Projects and Planning |
| Location: | Perth Metropolitan Area |
| Classification Date: | November 2016 |
| Effective Date: | May 2026 |

Reporting Relationships

This position reports to:

Manager Maintenance and Assets Governance and Compliance, 015548, Level
Project Manager, Level 8
Project Manager, Level 7

Positions under Direct Supervision:

This position has no subordinates.

Role Statement

This position is responsible for supporting and coordinating service delivery activities to deliver on the Department's maintenance related projects. Influences key stakeholders and effectively negotiates outcomes. Supports the initiation and planning of service delivery related projects through procurement, contract management and to delivery and close out.

The position manages a range of administrative and communication processes.

Position Duties and Responsibilities

1. Project Management

- 1.1 Undertakes project/s to related to asset maintenance activities.
- 1.2 Manages a range of projects which may have internal or external Project Managers.
- 1.3 Monitors progress of project/s and prepares progress briefings and provides options to the Manager to ensure that performance indicators/milestones are met.
- 1.4 Develops budgets, performance indicators and monitoring processes to ensure all projects are managed within agreed budget and timeframes.
- 1.5 Provides practical solutions to complex and sensitive issues and manage contentious issues.
- 1.6 Leads and coordinates consultation and negotiations with a wide range of stakeholders including various levels of Government, tenants, community and other interest groups.
- 1.7 Fosters and develops collaborative partnerships between stakeholders and the Department.
- 1.8 Develops innovative strategies to engage Government, communities, tenants, interest groups, industry and other agencies in a range of projects.
- 1.9 Builds positive and effective relationships with management and staff across the Department to ensure linkages between program requirements.
- 1.10 Prepares comprehensive reports, discussion papers, briefing notes, ministerial responses and correspondence.

2. Planning

- 2.1 Participates in the planning of work programs including in remote community housing programs and projects.
- 2.2 Coordinates planning of program and projects with stakeholders including monitoring contracts and budgeting.

3. Other

- 3.1 Negotiates on matters to ensure compliance with specifications, relevant Statutory Regulations and State and Commonwealth Acts.

- 3.2 Provides comprehensive advice, guidance and recommendations to internal and external clients, community groups and partner agencies on contract management procedures and contract management issues.
- 3.3 Contributes to the development and implementation of strategies to maximise the supply of developed land and accommodation.
- 3.4 Contributes to the Directorate and the Department business and strategic plans and the achievement of associated goals.

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. Highly developed skills in project management, including the ability to identify timeframes for projects, resources required to complete tasks and plan contingencies and identify risks.
2. Well-developed organisational and planning skills.
3. High level interpersonal, written and oral communication skills including the ability to negotiate and influence others.
4. Demonstrated ability and experience in working in an autonomous manner and within a team environment.
5. Well-developed research, analytical and problem-solving skills.

Desirable Work-Related Requirements (Selection Criteria)

1. An understanding of Aboriginal culture and issues affecting Aboriginal people.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.
2. Ability to travel to remote regional locations, including by light aircraft, and to stay overnight or for short periods.