



Project Officer

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Workforce Portfolio

District / Branch:

Police Training Practices Division

Work Unit:

Training Governance and Audit

Position Description Number:

Generic 506

Level:

Level 4

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

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

Location: Predominantly Western Australia Police Force Academy site – Joondalup, however, may be required to work at offsite business units as required.

Position Objective

Supports the coordination of division project management systems and assists with the central coordination of external reviews, findings and recommendations. Provides support in data capture, analysis, recording and reporting including maintaining the security of audit processes and reports. Coordinates training audits, scheduling travel and appointments with stakeholders.

Role of Work Unit

Training Governance and Audit is responsible for applying auditing of contemporary policing knowledge and operational status (as required by policy), training curriculum used and training delivery approaches. The unit ensures agency training curriculum maintains a strong alignment to the Australia New Zealand Policing Advisory Agency (ANZPAA) Education and Training Guidelines, the agency Training and Education Governance Framework as well as relevant legislation, policies and procedures. The unit provides ANZPAA coordination requirements for training-related needs and representations on internal and external reviews and / or requests. The unit also facilitates agency training governance groups at a strategic and operational level as well as the provision of responses to high level training inquiries.

Reporting Relationships

This position reports to:

- Manager, Training Governance and Audit, Level 6

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Projects (40%)

- 1.1 Assists and supports division projects to promote compliance with agency training policy and standards.
- 1.2 Supports the coordination of division project management systems and assists with the central coordination of external reviews, findings and recommendations.
- 1.3 Supports in data capture, analysis, recording and reporting.
- 1.4 Applies project management methodologies.

2 Teamwork (30%)

- 2.1 Works collaboratively as a member of a team, effectively engaging colleagues and relevant stakeholders.
- 2.2 Identifies and addresses any issues or interdependencies across business units' training that may impact on work objectives.
- 2.3 Seeks feedback and guidance from the manager and team.
- 2.4 Contributes to, and works within an environment of continuous improvement relating to training quality and standards compliance.
- 2.5 Assists with collation of relevant inputs and drafting of reports, memos, briefing notes, strategies, and action plans for consideration by relevant WA Police Force Committee or other information requests.
- 2.6 Observes Good Governance practices and processes in the training environment.

3 Training Governance and Audit Compliance (25%)

- 3.1 Engages with and supports stakeholders internal and external to the division to design corrective action strategies and plans to ensure training standard compliance.
- 3.2 Undertakes RMIS and system interrogation and extraction of data for audit purposes.
- 3.3 Plans and coordinates training audits, scheduling travel and appointments with stakeholders.
- 3.4 Maintains the security of audit processes and reports.
- 3.5 Remains contemporary regarding training quality and standards concepts and principles.

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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Work Related Requirements

Essential

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

Knowledge of and ability in learning compliance and audit

Contemporary knowledge and application of compliance to best practices and appropriate application of relevant national standards, qualifications and/or regulatory requirements.

Analytical and conceptual skills

Undertaking reviews/audits of current curriculum in the workforce and workplace training activities.

Communication and interpersonal skills

Communicating and liaising with internal stakeholders and team members. Adhering to direction provided by supervisor and seeking clarity and regular feedback from supervisor and team members. Negotiating outcomes and dealing with conflict. Attention to detail when communicating in the written form.

Project management skills

Designing, planning, undertaking and reporting on simple programme development tasks utilising project management methodologies to deliver timely outcomes.

Desirable

Experience in organisational compliance and audit operations

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 **Leading Others**.

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	12/12/2025
Assistant Director, Police Training Practices Division	Mairead Dempsey	12/12/2025