



# Project Officer

## POSITION DESCRIPTION FORM

**Region / Portfolio:**

Road Safety Commission

**Position Description Number:**

Generic 557

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

Road Safety Commission

**Level:**

Level 5

**Work Unit:**

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**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: Perth

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**Position Objective**

Provides guidance, advice and support to stakeholders, undertaking Road Safety Commission projects, initiatives or activities. Develops, supports and maintains project implementation documentation, scheduling, action tracking, progress monitoring, delivery assurance, reporting and risk management. Contributes to the achievement of priorities, objectives and strategic / business plans.

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**Role of Portfolio/Unit**

The Road Safety Commission is a discrete unit attached to the Western Australia Police Force and administratively accountable to the Commissioner, WA Police but, through the Road Safety Commissioner, reports directly to the Minister for Road Safety on road safety matters.

The Road Safety Commission exists to make every journey safe for all Western Australians. We unite the system, bringing together government, industry and communities to act as one. We change behaviour with insight, using evidence and data to help change people's attitudes and behaviours and are powered by the community for the community.

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**Reporting Relationships**

This position reports to:

- Manager People and Place, Level 7

Direct reports to this position include:

- This position may supervise a small team and oversee project resources as required.

Total number of positions under control: Nil

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## **Key Accountabilities**

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### **1 Project Coordination (95%)**

- 1.1 Undertakes (either individually or as Project Leader) project/s, and/or components of larger more significant projects, to investigate issues and/or develop and implement initiatives for Road Safety Commission.
- 1.2 Assists project teams in developing and preparing project documentation, strategies and action plans to assist in the implementation of the program.
- 1.3 Undertakes, participates and/or coordinates, the investigation, collation, analysis and evaluation of reasonably complex issues and/or procedures to identify relevant factors and provide recommendations for further action.
- 1.4 Identifies and assists in the management of risk and improving delivery confidence.
- 1.5 Monitors and reports on the progress of projects and provides delivery assurance to assist with the completion tasks in the agreed timeframes.
- 1.6 Prepares briefings / progress reports and provides options to management.
- 1.7 Develops and maintains strong working relationships to effectively influence, consult and negotiate with key stakeholders to facilitate positive project outcomes.
- 1.8 Provides guidance, advice and support to managers on project management governance, methodology, risk management and interdependencies.
- 1.9 Facilitates workshops and seminars in regards to initiatives, as required.
- 1.10 Develops and coordinates methods to evaluate the effectiveness and benefits of implemented initiatives.

### **2 Other (5%)**

- 2.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 2.2 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.
- 2.3 Undertakes other duties as directed.

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## Work Related Requirements

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### Essential

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

Project management skills

Assisting with or leading a team through projects of moderate complexity. Monitoring project progress and priorities. Achieving quality outcomes and adhering to documentation procedures.

Communication skills

Liaising with internal and external stakeholders at all levels, providing high level advice and consultancy service, giving verbal briefings, participating and/or facilitating meetings. Preparing document templates, tracking tools, reports, memos, general correspondence and briefing notes.

Conceptual and analytical skills

Conceptualising and analysing trends, patterns, and issues to provide advice and evidence-based recommendations to mitigate problems. Thinking laterally and identifying improved work practices and effective solutions.

Organisational skills

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

## Capability Framework

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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

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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

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These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Manager, People and Capability	Ashlee Smith	08/05/2026
Commissioner, Road Safety Commissioner	Adrian Warner	08/05/2026