



JOB DESCRIPTION FORM

38413009 Senior Project Officer

POSITION IDENTIFICATION

Classification Level: Level 5

Award/Agreement: PSA 1992/PSGOGA 2014

Position Status: Temporary Full Time

Organisation Unit: 384 Goldfields-Esperance Development Commission

Physical Location: 377 Hannan Street, Kalgoorlie, WA 6430

POSITION RELATIONSHIPS

Responsible to:

38413000 Chief Executive Officer Band 4 Special Division CEOs

38416002 Assistant Director, Business Management Level 8

38413008 Senior Investment Officer Level 6

THIS POSITION: 38413009 Senior Project Officer Level 5

Number of direct reports: Nil

ABOUT THE COMMISSION

The Goldfields-Esperance Development Commission (GEDC) is a Western Australian State Government agency committed to encouraging and promoting economic and social activity in the Goldfields-Esperance region of Western Australia.

Our mission is to increase investment and attract population to our region.

The functions of the GEDC is to:

- Maximise job creation and improve career opportunities in the region.
- Develop and broaden the economic base of the region.
- Identify infrastructure services to promote business development within the region.
- Provide information and advice to promote business development within the region.
- Seek to ensure that the general standard of government services and access to those services in the region is comparable to that which applies in the metropolitan area.
- Generally, take steps to encourage, promote, facilitate and monitor the economic development in the region.

KEY RESPONSIBILITIES

The Senior Project Officer position is responsible for planning, developing and implementing key projects and programs identified by the Goldfields-Esperance Development Commission.

The role involves extensive liaison with regional stakeholders including government, business, industry and community organisations to deliver both economic and social benefits for the region.

WORK DESCRIPTION

PROJECT MANAGEMENT

- Assist in the planning, implementation and evaluation of regional development plans and projects.
- Implement key tasks and projects in regional development strategies.
- Prepare reports, submissions and make recommendations to the Senior Investment Officer on regional development initiatives and projects.
- Works in partnership with a wide range of stakeholders including local, state and federal government, industry and community groups.

INFORMATION AND RESEARCH

- Research, analyse and prepare information on specific issues related to economic and community development in the Goldfields-Esperance region.
- Prepare and submit reports and makes recommendations to the Senior Investment Officer.
- Assist in strategic regional planning and policy development.

LIAISON AND CONSULTATION

- Liaise with key stakeholders including state and local government, community bodies and industry sector groups.
- Respond to requests for information on development issues.
- Represent the GEDC at industry forums, workshops and seminars as required.
- Organise and conduct meetings, conferences and events as required.
- Assist in the preparation of media releases as required.

GENERAL

Other duties as directed.

WORK RELATED REQUIREMENTS

ESSENTIAL (Selection Criteria)

1. Demonstrate project planning, management and evaluation skills.
2. Demonstrate experience in delivering outcomes.
3. Demonstrate experience in working as a member of a multidisciplinary team and working with external stakeholders.
4. Sound analytical and research skills.
5. Demonstrate experience or knowledge in working with government, industry and community groups.
6. Demonstrate well developed written and verbal communication skills including consultation, liaison, negotiation and report writing skills.
7. Sound computer literacy skills and demonstrate ability to use the Microsoft Office suite.
8. Awareness of Equal Employment Opportunity (EEO) and Diversity principles.
9. Current C class Western Australian drivers licence and a preparedness to travel by road/air within the region.

DESIRABLE

1. Experience in regional development.
2. Experience in strategic planning.
3. Tourism, marketing and events planning experience.
4. Knowledge of the Goldfields-Esperance region.
5. Knowledge of government and non government service provision to regional areas.

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.



Signature: _____
DIRECTOR

Date: 1 March 2017

CERTIFICATION DATE: January 2017