



# Project Officer

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

Capability and Coordination

**District / Branch:**

Aboriginal Affairs Division

**Work Unit:**

Aboriginal Affairs Division

**Position Description Number:**

218442

**Rank / Level / Band:**

Level 3

**Position Category:**

Choose an item.

### Employment Conditions

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Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: East Perth

### Position Objective

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Undertakes assigned project/s of a straightforward nature, and/or participates in more complex projects, to meet client needs and contribute to the achievement of objectives and strategic business plans.

### Role of Work Unit

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The Aboriginal Affairs Division provides high level **engagement, advocacy** and **optimisation** services to drive and embed cultural change within the WA Police Force and communities to enhance respect and relationships with Aboriginal people.

- **ENGAGE** - work together with Aboriginal people and communities to build respect and trust to attain long-term generational change.
- **ADVOCATE** - ensure that the agency understands and responds to the views and interests of Aboriginal people.
- **OPTIMISE** - improve outcomes to progress towards the reduction of Aboriginal people in the justice system.

### Reporting Relationships

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This position reports to:

- Project Manager, Level 6

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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## Key Accountabilities

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### 1. Project Support

- 1.1 Undertakes straightforward project/s, and/or participates in more complex projects, to investigate issues and/or develop and implement initiatives at a Branch/Portfolio or Agency level.
- 1.2 Participates in the development of general project statements and action plans which facilitate the management and implementation of the project.
- 1.3 Researches, collates, analyses and evaluates straightforward issues to identify factors and feasible options for consideration and further action.
- 1.4 Liaises with areas having an interest in, or which will be impacted by, the project.
- 1.5 Liaises with external agencies and WA Police Force personnel at all levels as required.
- 1.6 Participates in the development of methods to evaluate the effectiveness of implemented initiatives.
- 1.7 Participates in the implementation and/or evaluation of project outcomes as required.
- 1.8 Provides an administration role for the Project Supervisor as required.

### 2. Other

- 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 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.

Cultural Awareness

Demonstrated knowledge and understanding of Aboriginal history, culture and contemporary issues and trends that impact Aboriginal affairs within a policing environment.

Team work

Ability to participate and contribute in a team environment. Participating in project teams.

Project planning

Knowledge of project planning principles, appropriate to the size and complexity of the project undertaken.

Communication

Participating in meetings. Preparing general reports, memos and correspondence. Liaising with internal & external stakeholders at all levels.

Analytical and conceptual

Conceptualising and analysing issues. Researching identified issues & presenting possible solutions.

Organisation

Managing & prioritising own workload to meet deadlines.

## 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.

## Certification

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

Position	Name	Date
Workforce Officer Workforce Design and Consultancy	Paul Walling	04/02/2019
Project Manager Aboriginal Affairs Division	Corelee Heesemans	04/02/2019