



JOB DESCRIPTION FORM

JOB TITLE: Project Officer	POSITION NUMBER 14294	CLASSIFICATION: Level 4
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AWARD Public Service Award 1992 / PSGO CSA GA	EMPLOYMENT TYPE Fixed Term, Part Time
DIRECTORATE Creative and Regional Development	TEAM Development Services
POSITION REPORTS TO Manager Regions, L7	POSITIONS REPORTING TO THIS POSITION Nil
PURPOSE OF POSITION Contributes to the achievement of strategic and business objectives. Assists with the coordination, development and implementation of various projects and initiatives.	
CONTEXT The Western Australian Museum is positioning itself through scientific and academic excellence, public programs and relevant exhibitions to keep pace with the rapidly changing face of Western Australia. The Museum has made a major contribution to the collection, conservation and research of the State's natural and social history, maritime heritage and the cultural heritage of Indigenous communities in Western Australia. The Western Australian Museum is part of the Culture and Arts Portfolio, brought together by the Department of Local Government, Sport and Cultural Industries (DLGSC). DLGSC is the State Government agency responsible for the Government's support of management and development of arts and culture in Western Australia.	



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<p>STATEMENT OF DUTIES</p> <ol style="list-style-type: none"> 1. Assist in the development and implementation of a range of projects in support of the division's objectives. 2. Liaise with government agencies and stakeholders as required. 3. Prepare and coordinate reports, submissions, briefings, correspondence and advice. 4. Undertake detailed research and analysis. 5. Assist in the evaluation and review of project outcomes. 6. Undertake other duties as directed. 	<p>Compliance and Legislative Knowledge</p> <ul style="list-style-type: none"> • Comply with Department's Code of Conduct, policies and procedures and relevant appropriate legislation. • Meet Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
<p>WORK RELATED REQUIREMENTS (SELECTION CRITERIA)</p> <p>Essential</p> <ol style="list-style-type: none"> 1. Knowledge of project management, including the ability to deliver agreed outcomes within specified timeframes. 2. Sound research, analytical and problem solving skills. 3. Experience in contribution to policy development. 4. Well-developed communication and interpersonal skills. 5. Experience in contributing to the achievement of project team outcomes. <p>Desirable</p> <ol style="list-style-type: none"> 1. A tertiary qualification in a relevant field. 	<p>KEY RELATIONSHIPS / INTERACTIONS</p> <ol style="list-style-type: none"> 1. Director Organisational Development 2. WA Museum Directors and Managers. 3. Broad cross-section of stakeholders in relation to specific projects. <p>KEY CHALLENGES</p> <ol style="list-style-type: none"> 1. Ability to work with a wide range of internal stakeholders across multiple sites. <p>SPECIAL CONDITIONS</p> <ol style="list-style-type: none"> 1. Nil <p>LOCATION</p> <p>Wellington Building, 150 William Street, Perth, Western Australia</p>



Manager Signature: **Date:**/...../..... **Employee Signature:** **Date:**/...../.....