



Job Description Form

014636 Project Support Officer

Regulation and Operational Services

Position details

Classification Level:	3
Award/Agreement:	PSA 1992 / PSGOGA 2014
Position Status:	Temporary
Organisation Unit:	Corrective Services Division, Regulation and Operational Services Directorate
Physical Location:	Perth CBD

Reporting relationships

Responsible to:	014635 Superintendent Strategic Prison Projects – Level 9
This position:	014636 Project Support Officer – Level 3
Direct reports	Nil

Overview of the position

The Project Support Officer plays a key role in the achievement of the Department's Strategic Projects by providing essential services and legislative compliance.

The role also provides professional support to the Superintendent and project team, undertakes administration support in relation to a range of project activities. The position ensures that the project team has the necessary resources and support to effectively manage daily operations to provide a consistent service.

The Project Support Officer is responsible for the provision of administrative support to Strategic Prison Projects. The role involves providing administrative support in response to project demands, the recording and tracking of information, producing project information documents and assisting in the coordination of project.

Job description

As part of the Project team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation
- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.

Role specific responsibilities

- Assists the project team by providing a professional level of administrative support across a range of project activities with competing priorities and deadlines.
- Assists in the preparation and provision of reports, memos, briefing notes and other related project documents.
- Assists with the investigation, research and responses to matters related custodial operations projects as directed.
- Maintains an accurate and effective document and file tracking and recording system to ensure monitoring and tracking of the implementation and performance of key priorities, deliverables and projects.
- Undertakes document and information searches ensuring any relevant briefing and background papers are collated for committees and working groups.
- Disseminates information on behalf of the project team
- Other duties as required.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the reasons for decisions made within the division and be able to explain how they are related to their work, identify issues that may impact on the achievement of goals and inform supervisor, utilise knowledge of the work environment to contribute to planning activities, draw information from a variety of

sources and apply common sense to analyse what information is important/relevant are all important for this role.

Achieve results

The ability to; reschedule and reorganise work to reflect changes in priorities, demonstrate knowledge of new programs, plans or services that are relevant to the position, maintains accurate records and files; and, ensure that tasks are completed within allocated timeframes are all fundamental to this role.

Builds productive relationships

The capacity to; build and maintain relationships with senior management colleagues and clients, share information with stakeholders and seek input from others to inform team discussions, ensure that relevant/important information is shared where required, treat people with respect and courtesy and to act on constructive feedback are requirements for this role.

Exemplifies personal integrity and self-awareness

A commitment to; adhere to the Code of Conduct in all interactions, behave in a honest professional and ethical way, check and confirm the accuracy of all information prior to release, take responsibility for the completion of work and seek guidance where necessary, stay calm under pressure and not react personally to criticism, acknowledge mistakes and learn from them, meet agreed performance levels and seek and accept supervisor feedback and guidance are all important for this role. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and influences effectively

An ability to; structure messages clearly and succinctly orally and in writing, gain a clear understanding of others comments by actively listening and asking questions to ensure understanding – checks that own views have been understood and able to discuss issues thoughtfully without becoming aggressive are requirements for this role.

Role specific criteria

- Demonstrated experience in the provision of a comprehensive range of administrative, correspondence management and research support activities with multiple competing priorities and strict deadlines.

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.

Deputy Commissioner, Regulation and Operational Services

Signature: _____ Date: _____

HR certification date: _____