Job Description Form

Generic Senior Project Officer

Youth Services Branch

POSITION DETAILS

Classification Level: 6
Award/Agreement: PSA 1992 / PSGOA 2014
Position Status: Permanent, full time
Organisation Unit: Youth Justice Services Division, Community, Diversion & Rehabilitation Directorate
Physical Location: Perth CBD

REPORTING RELATIONSHIPS

Responsible to: Principal Project Officer – Level 7
THIS POSITION: Generic - Senior Project Officer – Level 6
Direct reports: Nil

OVERVIEW OF THE POSITION

The Youth Justice Services Division is responsible for the safety, security and rehabilitation of young people both in the community and custody. Its core objective is to reduce reoffending among young people through: services to divert young people away from the criminal justice system; programs and services for young people on orders in the community; and programs and services in custody.

The Youth Services Branch is responsible for critically researching, designing, monitoring, analysing and reviewing programs and systems to achieve a comprehensive ‘through care’ model that supports Divisional outcomes, assisting young people pre custody, custody and post custody. The Senior Project Officer, Youth Services provides assistance and support to the Principal Project Officer in project management activities associated with ensuring young people are cared for, supported and nurtured both in the community, and in custody as well as developing, and reviewing programs and services that enable facilitation of effective care models.

It ensures project management principles, frameworks and practices are adhered to; and provides advice, undertakes research and completes critical analysis in relation to youth justice activities, strategies and policies that support the Youth Justice Framework for Western Australia, linked to the Department’s strategic direction.

The Senior Project Officer informs and provides guidance to the Principal Project officer on emerging issues and trends, and acts as a positive change agent, contributing to continuous improvement in an environment of reform.
JOB DESCRIPTION

As part of the Youth Services 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;
- Facilitate cultural and management reforms within the Department through leadership and engagement; and
- Represent the Assistant Director / Assistant Commissioner on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Plans and manages research, environmental scanning and analysis necessary to deliver project outcomes aligned to the Department’s strategic plan and Divisional Youth Justice Framework. Ensures that projects are completed within scheduled timeframes and budgetary constraints, including the effective management of associated contracts.
- Operates within a defined project management framework to propose systems, programs and plans that support young people through the justice system e.g. pre custody, custody and post custody. Works in collaboration with inter-agency and cross-sector agency representatives to propose comprehensive Integrated Individualized Change Management Plans.
- Contributes to examining the impact of reform changes to agency policies, strategies, guidelines and programs and identifies problems and proposes solutions. Consults and negotiates with stakeholders, advises and makes recommendations to senior management and other key participants in connection to strategies and programs relevant to youth services.
- Prepares and presents comprehensive reports, memos, briefing notes and other documents incorporating research and feedback to inform the strategic decision making process within the Division and across the Agency.
- Leads and coordinates the delivery of a variety of support activities (conducting information sessions, gathering feedback, compiling agency broadcasts) that enhance the engagement of staff in the activities of Youth Services.
- Carries out other duties as required.
JOB RELATED REQUIREMENTS

In the context of this position, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy
The ability to; understand the Department’s objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve Results
The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds Productive Relationships
The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies Personal Integrity and Self-Awareness
A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and Influences Effectively
A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role Specific Criteria
- Demonstrated skill and experience in managing and coordinating concurrent complex projects in a large, multi-disciplinary organisation. Demonstrated knowledge of contemporary project management frameworks.

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.

COMMISSIONER

Signature: ___________________________ Date: ________________

HR CERTIFICATION DATE: ________________