



Project Officer

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Generic

District / Branch:

Generic

Work Unit:

Generic

Position Description Number:

Generic 10

Rank / Level / Band:

Level 3

Position Category:

Choose an item.

Employment Conditions

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

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

Location: Various

Position Objective

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

Western Australia Police Force (WA Police Force) is the State's principal law enforcement agency, responsible for the largest police jurisdiction in the world and services a growing population. WA Police Force provides services to the community in maintaining public order; the protection of life and property; the prevention, detection and prosecution of crime; and the rendering of assistance to those in need.

This position is found in a number of work units across the Agency.

Reporting Relationships

This position reports to:

- Project Leader/Project Manager/Line Manager/Assistant Director/Director, > Level 4/Constable

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Project Officer	Rank, Level or Band Level 3	Position Number: Generic 10
------------------------------------	--------------------------------	--------------------------------

Key Accountabilities

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.

Position Title: Project Officer	Rank, Level or Band Level 3	Position Number: Generic 10
------------------------------------	--------------------------------	--------------------------------

Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
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 Design and Consultancy	Pamela Soares	11/04/2018
District / Branch Head	Dianne Hopkinson – A/Executive Manager, Workforce Design & Consultancy	12/04/2018