



Job Description Form (JDF)

Position details

Position title: Project Officer
Position number: 70190047, 70190048
Classification: Level 4
Physical location: Perth Metropolitan Area
Award: PSA 1992
Agreement: PSGOCSAGA 2017
Pillar: Capability and Performance
Directorate: Information Services
Branch: ICT Projects

Reporting relationships

Reports to: Project Manager Level 6 70190011, 70190015

This position

Direct reports: Nil

Role summary

Undertakes a range of project research, analysis, reporting, implementation and administrative activities to support the development and delivery of ICT enabled projects that are in line with established project plans and objectives.

About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.

- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key Responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Project Management

- Undertakes a range of project research, analysis, reporting, implementation and administrative activities to support the development and delivery of ICT projects, in line with established project plans and objectives.
- Provides project support, including monitoring and reporting on project plans, milestones and deliverables, to ensure time, cost and quality indicators are in line with approved project plans.
- Updates and collates documentation and records regarding relevant issues and practices to ensure the delivery of ICT projects comply with PMO methodologies.
- Undertakes basic research and analysis in assigned project areas and contribute to the preparation of project briefs to support informed decision making and planning.
- Assists the project team to complete tasks and implement project plans to ensure agreed outcomes are achieved.
- Communicates with relevant stakeholders to provide updates regarding project status and implementation issues.
- Provides a range of administrative services, including coordinating project meetings and preparing papers, to support project management delivery.
- Other duties as directed.

Stakeholder Engagement

- Maintains team and stakeholder relationships through effective communication, negotiation and issues management to engage stakeholders and ensure project deliverables are met.
- Works with staff to ensure projects undertaken comply with organisational standards and processes and shares knowledge and learning with others.
- Supports a culture of quality management regarding project outcomes, reviews and continual improvement initiatives.
- Represents the Branch in meeting as required.
- Other duties as required

Work related requirements

In the context of the role:

Essential criteria

Role Specific

1. Experience and knowledge in supporting, undertaking and delivering technology enabled business focused projects, both within an ICT environment and for the broader Agency\business stakeholders.

Core Capabilities

2. Build effective relationships: Well-developed communication and interpersonal skills with proven ability to maintain effective relationships with a range of people in various contexts to achieve positive outcomes.
3. Challenge for Innovation: Demonstrated ability to develop practical and innovative solutions to problems.
4. Think strategically: Well developed research, analytical and problem solving skills.
5. Deliver in a changing environment: Demonstrated ability to prioritise tasks and organise workloads to meet targets and deliverables.
6. Lead and empower: Ability to work autonomously, collaboratively and productively as a member of a small team.

Desirable criteria

1. Possession of or progress towards a relevant tertiary qualification.
2. Possession of Agile Certification
3. Possession of Prince2 Certification

Special requirements/equipment

- Travel to Perth metropolitan offices, and occasional travel to regional offices may be required.

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Signature:  _____

Date: 19 / 3 / 2019

Position title: Managing Director, Capability and Performance.