

# JOB DESCRIPTION FORM

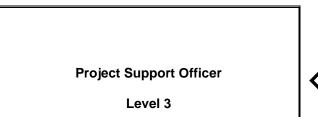
**EFFECTIVE DATE OF DOCUMENT: 7/11/2019** 

#### **SECTION 1 – OFFICE IDENTIFICATION**

ORGANISATION: Department of the Premier and Cabinet	CLASSIFICATION: POSITION DPC19071	NUMBER:		
<b>DIVISION:</b> Infrastructure and Major Projects	TITLE: Project Support Officer	1		
BRANCH:	AGREEMENT/AWARD: Public Service and Government Officer Agreement	Public Service and Government Officers General		
SECTION:	LOCATION: West Perth			

#### **SECTION 2 – REPORTING RELATIONSHIPS**

-	1			
		Other offices reporting to this office		
		Title		<u>Level</u>
		N/A		
Evecutive Manager				
Executive Manager	lack			
Level 7	,			





Officers under direct responsibility			
Title NA		<u>Level</u>	

#### **SECTION 3 – KEY RESPONSIBILITIES**

Provides administrative and project support to the Executive Manager, Infrastructure and Major Projects in the Department of the Premier and Cabinet and monitors progress of confidential and routine information sought by the Executive Manager.

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# **SECTION 4 - STATEMENT OF DUTIES Summary of Duties Details** Provides administrative and project support to the Executive Manager, Infrastructure and Major Projects and monitors progress of confidential and routine information sought by the Executive Manager. Provides administrative support by attending to enquires directed to the Executive Manager. from Government Departments and the general public. Develops and maintains reporting tools relevant to matters within the business area. Evaluates matters referred to the business area and liases with Directors and Managers on preparing responses / undertaking relevant actions. Carries out investigations and undertakes special projects as required by the Executive Manager. Undertakes research and prepares reports, briefing notes and other correspondence on matters as required by the Executive Manager. Prepares internal branch memos and replies to correspondence on routine matters. Convenes meetings as required by the Executive Manager, attends meetings when necessary, takes notes and liaises with officers on follow-up actions. Performs other duties as directed.

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## **SECTION 5 – SELECTION CRITERIA**

Essential					
Experience providing executive support and project support to management.					
Demonstrated well developed written, verbal and interpersonal skills.					
Good planning and organisational skills as well as experience dealing with issues of sensitivity and confidentiality.					
Proven analytical and research skills and the ability to utilise initiative.					
Highly developed word processing and computer application skills.					
Desirable					
Knowledge of Government processes and procedures.					
Some understanding of the operations of government, particularly as they relate to the Western Australia system of government.					

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## **SECTION 6 - CERTIFICATION**

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

BRANCH/DIVISION HEAD		DIRECTOR GENERAL				
SIGNATURE:		SIGNATURE:				
DATE:		DATE:				
As Manager I have reviewed the statement of duties and agree this is a current and relevant document.						
NAME	SIGNATURE	DATE	INITIALLED BY HRSB			
As the Employee I have reviewed the statement of duties.						
NAME	SIGNATURE	DATE	INITIALLED BY HRSB			

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