



JOB DESCRIPTION FORM

SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 7/11/2019

ORGANISATION: Department of the Premier and Cabinet
DIVISION: Infrastructure and Major Projects
BRANCH:
SECTION:

CLASSIFICATION: Level 3	POSITION NUMBER: DPC19071
TITLE: Project Support Officer	
AGREEMENT/AWARD: Public Service and Government Officers General Agreement	
LOCATION: West Perth	

SECTION 2 – REPORTING RELATIONSHIPS

<p>Executive Manager Level 7</p>

Other offices reporting to this office	
Title	Level
N/A	



<p>Project Support Officer Level 3</p>

Officers under direct responsibility	
Title	Level
NA	



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.

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 liaises 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.

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.

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