

Job Description Form

Principal Project Officer

Position Details

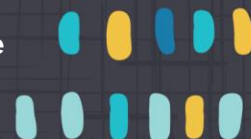
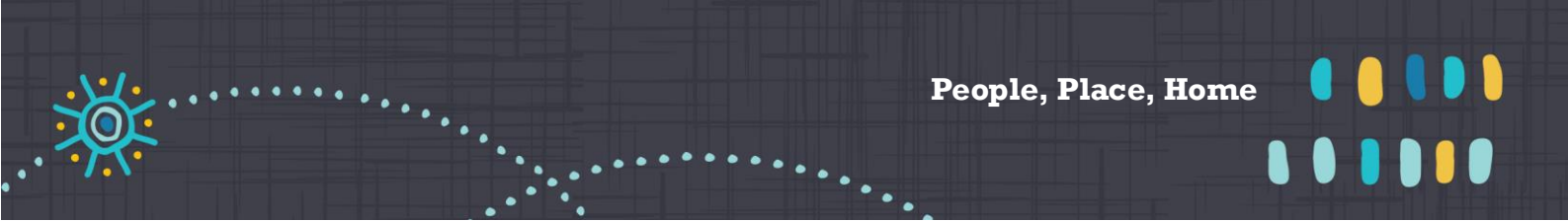
Position Number:	011530
Classification:	Level 7
Award / Agreement:	PSA 1992/ PSCSAA 2019
Organisational Unit:	Commissioning and Sector Engagement/ Strategy and Reform / Out of Home Care Services
Location:	East Perth
Classification Evaluation Date:	
JDF Review Date:	November 2019

Reporting Relationships

This position reports to:

009869, General Manager Strategy and Reform, Specified Calling 6

This position may supervise a small team and/or oversee project resources as required.



About the Department

The Department of Communities' mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department's direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department's functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement person and family centred services within a single outcome based framework across human services in Western Australia. This framework also provides for a specific focus on delivering integrated, place-based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

Role Statement

The Department of Communities has worked in partnership with the community services sector to develop a suite of reforms in the Out-of-Home Care (OOHC) sector.

The reforms outlined in 'Building a Better future: Out-of-Home Care Reform in Western Australia', will realign and re-orientate the focus of the OOHC system, including the service models, standards and legislation.

The reforms are aligned to deliver:

- a system focused on the needs of the child;
- a coordinated and flexible service system;
- a safe system held to high quality standards; and
- a legislative framework supporting best outcomes for children and families.

The **Principal Project Officer** will be part of the dedicated, multi-disciplinary and visionary team working to lead the development and implementation of the OOHC reforms. This role will support the Strategy and Reform Unit to project manage, track and deliver all aspects of this complex project.



Duties and Responsibilities

1. Develop, lead and manage a range of activities and initiatives in support of the division's objectives.
2. Coordinate and prepare reports, submissions, briefings, correspondence and advice to the General Manager, Assistant Director General, Director General and relevant Ministers.
3. Develop and maintain relationships with key stakeholders to form strategic partnerships.
4. Coordinate, lead and manage detailed research, analysis and evaluation in support of the division's objectives.
5. Contribute to the development, implementation and monitoring of the division's project performance, operational plans, programs and strategies.
6. Represent the division on relevant internal and external committees and working parties as required.
7. Demonstrates a commitment to involving team members in decision-making and empowers, motivates and develops the diverse talents of the workforce.
8. Undertake other duties as directed.

Essential Work-Related Requirements (Selection Criteria)

1. Substantial experience in project management, including the ability to deliver agreed outcomes within specified timeframes.
2. Highly developed conceptual, research, analytical and problem solving skills, including initiative and the ability to identify issues and remedies.
3. Experience in policy and strategy development, including its analysis and implementation.
4. Highly developed communication, interpersonal and negotiation skills, with the ability to liaise at all levels and present ideas/tasks clearly and accurately.
5. Experience in leading the achievement of project outcomes and motivating team members.

Essential Eligibility Requirements / Special Requirements

1. Appointment is subject to a satisfactory National Police Clearance.