



# JOB DESCRIPTION FORM

## SECTION 1 – OFFICE IDENTIFICATION

<b>ORGANISATION:</b> Department of the Premier and Cabinet
<b>DIVISION:</b> State Services
<b>BRANCH:</b> Executive Services
<b>SECTION:</b> Parliamentary Electorate Offices (PEO) Support and Transport Unit
<b>LOCATION:</b> Perth

## SECTION 2 – REPORTING

<b>Principal Facilities Adviser</b>
Level 6



<b>Senior Project Officer</b>
Level 5

## EFFECTIVE DATE OF DOCUMENT:

<b>CLASSIFICATION:</b> Level 5	<b>POSITION NUMBER:</b> 00161676
<b>TITLE:</b> Senior Project Officer	
<b>SALARIES AGREEMENT/AWARD:</b> Public Service & Government Officers General Agreement	

<i>(Other Officers reporting to this Officer)</i>	
Project Officer	Level 3



<i>(Officers under direct responsibility)</i>	
Nil	



## SECTION 3 – KEY RESPONSIBILITIES

<p>The Senior Project Officer will assist with the effective delivery of entitlements and facility services to Members of Parliament and their staff as well as former Premiers. The Senior Project Officer will also be responsible for the acquisition, disposal, service maintenance and coordination of the departments fleet requirements.</p> <p>Manages the administration and effective delivery of services to ensure a quality and customer focussed service delivery to the Parliamentary Electorate Offices.</p>
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## SECTION 4 – STATEMENT OF DUTIES

Summary of Duties	
Details	Position No
<p>Liaises with Members of Parliament (MPs), Parliamentary Electorate Office staff, internal and external stakeholders in relation to the provision of support provided to Members of Parliament and electorate offices. Includes undertaking regular visits to Electorate Offices.</p> <p>Project manages and prepares project briefs for the establishment and equipping of Parliamentary Electorate Offices for all State MPs, including lease negotiations, contract of building works, security system installation and maintenance and asset management.</p> <p>Manages business relationships between the Department and the Department of Finance and external contractors for the establishment of new offices including appointing, coordinating and liaising with consultants and architects.</p> <p>Monitors and undertakes contract administration in conjunction with the Department of Finance, Building Management and Works to ensure that contractors work is of an acceptable standard and completed in compliance with contract specifications and budget.</p> <p>Prepares policy advice and comments on MPs' requests for consideration by the Director General and Premier.</p> <p>Researches, reviews and advises the Manager and Director, Executive Services on entitlements and related policies.</p> <p>Supervises, coaches and provides guidance and direction to the Project Officer and other staff in relation to Parliamentary Electorate Officers facilities issues, offices and other entitlements matters.</p> <p>Manages the Departments fleet including coordinating the acquisition, disposal, servicing of vehicles in accordance with the Department's and State Fleet policies and guidelines. Liases with the Department's insurer, processes insurance claims as well as vehicle infringements and monthly invoices.</p> <p>Contributes to the development and implementation of policies, standards and guidelines for effective fleet management and maintains the vehicle register for the Department.</p> <p><b>Other</b> Undertakes research for special projects and prepares working and briefing papers as requested.</p> <p>Undertake other duties as directed by the Manager, PEO Support and Transport Unit and ensures that all actions comply with Department policies and procedures and the Code of Conduct.</p>	

## SECTION 5 – Selection Criteria

### **Essential**

- High level of interpersonal and verbal communication skills with the ability to liaise, consult, negotiate and establish relationships with key stakeholders including Members of Parliament and Chiefs of Staff.
- Demonstrated experience in fleet management.
- Well developed written communication skills with the demonstrated ability to write clearly, analyse options and develop policy and recommendations.
- Well developed organisational skills including, a strong client focus and ability to provide timely, accurate and comprehensive advisory services to a diverse client group.
- Well developed conceptual, analytical and problem solving skills, including the ability to develop innovative solutions to a broad range of issues.

### **Desirable**

- Knowledge of the legislative and procedural requirements of Government policy relative to the position.

**SECTION 6 – CERTIFICATION**

- (i) 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** \_\_\_\_\_

- (ii) As Manager I have reviewed the statement of responsibilities and agree this is a current and relevant document.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>

- (iii) As the Employee I have reviewed the statement of responsibilities and agree that this is a current and relevant document.

<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>INITIALLED BY HRSB</b>