



# Job Description Form

## Senior Project Officer

### Strategic Projects

#### POSITION DETAILS

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Classification Level: 6

Award/Agreement: Public Service Award 1992 / PSGOGA 2019

Position Status: Permanent

Organisation Unit: Corporate Services, Strategic Projects

Physical Location: Perth CBD

#### REPORTING RELATIONSHIPS

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Responsible to: 013014 Assistant Director, Strategic Projects

This Position: **Generic, Senior Project Officer – Level 6**

Directly Reports: NIL

#### OVERVIEW OF THE POSITION

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The Directorate's Strategic Projects Branch is accountable for the reporting, coordination and tracking of Strategic Projects to the Corporate Executive, as well as providing guidance and expert project and program advice to the business to facilitate successful Department outcomes.

The Senior Project Officer is responsible for:

- Coordinates, tracks and oversees strategic projects, programs and initiatives on behalf of the Strategic Projects Branch to inform the Corporate Executive.
- Ensures that projects are aligned to the delivery of the Department's strategic outcomes.
- Liaises with project managers and provides high level advice, feedback and support regarding delivery of strategic projects.
- Proactively contributes with the development and maintenance of best practice project management tools, templates and resources for use across the Department.

#### JOB DESCRIPTION

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As part of the Strategic Projects team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.

- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

## **ROLE SPECIFIC RESPONSIBILITIES**

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- Coordinates, tracks and monitors strategic projects within the Department and produces reports for the Corporate Executive.
- Manages and monitors key internal and external reporting and performance indicators for strategic projects, ensuring that projects are meeting agreed timeframes, budgets and standards. Reports on progress and identifies problems and proposes solutions.
- Manage a variety of complex projects and programs across the Department. Provides specialised skills and experience to the planning and development, implementing and evaluating of projects, programs and activities to provide business improvement.
- Undertakes research, analysis and critical thinking to provide options and recommendations to meet organisational needs which are of a complex nature and/or require technical solutions.
- Consults with management, internal and external stakeholders to provide advice, feedback and support in relation to the planning, implementation and delivery of the Department's strategic projects, programs or initiatives.
- Prepares comprehensive written reports, memos and briefing papers regarding the purpose and progress of strategic projects and present recommendations and findings to senior management.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **JOB RELATED REQUIREMENTS**

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In the context of the role specific responsibilities of the position, the ability to demonstrate the following skills, knowledge and experience:

### **Shapes and Manages Strategy**

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the

environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

### **Achieve Results**

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

### **Builds Productive Relationships**

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

### **Exemplifies Personal Integrity and Self-Awareness**

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook.

Engage with risk by providing impartial and clear advice; constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

### **Communicates and Influences Effectively**

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

## **ROLE SPECIFIC CRITERIA**

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- **Project Skills** - Demonstrated experience in contributing and managing medium-large scale projects which are complex and/or involve significant business change. This includes: developing project plans; setting and meeting priorities and deadlines; identifying, analysing and recommending strategies to mitigate project risks; managing project resources; and reporting on project activity and progress.
- **Analytical and Problem Solving** – Analysing large and complex data and information to understand business impacts and develop options to best meet the Department's requirements. Developing recommendations and applying strategic thinking and effective solutions.
- **Communication, Negotiation and Interpersonal** – Writing and preparing quality reports, correspondence and project documentation. Communicating effectively with staff and external stakeholders to achieve positive outcomes. Operating as a flexible member of a project team.

## **SPECIAL REQUIREMENTS / EQUIPMENT**

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NIL

## **CERTIFICATION**

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

Executive Director, Corporate Services

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HR Certification Date: \_\_\_\_\_