



Job Description Form

Generic **Principal Project Officer**

Strategic Projects

Position details

Classification Level: 7

Award/Agreement: Public Service Award 1992 / PSGOGA 2019

Position Status: Permanent

Organisation Unit: Corporate Services, Strategic Projects

Physical Location: Perth CBD

Reporting Relationships

Responsible to: 013014 Assistant Director Strategic Projects - Level 8

This Position: Generic, Principal Project Officer – Level 7

Direct Reports: As per project requirements

Overview of the position

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 Principal Project Officer is responsible for:

- Providing general guidance, advice and resources to Department of Justice (DoJ) business areas on project and program management.
- Provision of expert project or program management consultancy through a partnership or out-posted model for specific pieces of project or program activity within DoJ.

Job description

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

- Provide expert advice and guidance to the business on how to run and manage strategic projects.
- Support the Senior Project Team to manage and deliver complex projects and programs, including providing guidance to junior team members.
- Identify project requirements based on stakeholder input and develop appropriate project tools and products.
- Embed delivery assurance for strategic projects via governance gates, assurance reviews, health checks (light-heavy touch based on risk and nature of project).
- Promote adherence to the Project Management Framework and increase awareness across the Department of the suite of standard project templates and tools.
- Assisting projects to understand and manage project risk and issues.
- As required, partner with a project team from project initiation to assist with governance set up, understanding project processes, familiarity of project tools and reporting requirements.
- Preparation of high quality correspondence, reports and documentation in relation to all phases of a project's life cycle.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of this position, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; provide direction to others regarding the purpose and importance of their work , set work tasks that align with strategic objectives and communicates the expected outcomes, understand the Department's objectives and aligns project activities accordingly, consider the ramifications of identified issues and evaluate their potential impacts on work plans and operational goals, gather and investigate information from a range of sources and explore new ideas and different points of view, investigate best practice approaches that may enhance service delivery are important for this role.

Achieve Results

The ability to; critically review project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, identify key talent that will enhance and support performance, remain flexible and responsive to changes in requirements, seek specialist expertise and capitalise on the expert knowledge and skills of others, set clear plans and timeframes for project implementation and outlines specific activities that support success, respond in a positive and flexible way to change and uncertainty, share information and own expertise with others, see projects through to completion, monitor project progress and adjusts plans as required to meet deadlines, commit to achieving quality outcomes and seek feedback from stakeholders to gauge satisfaction are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and sustain relationships with a network of key people internally and externally, be proactive in offering assistance for a mutually beneficial relationship, anticipate and be responsive to internal and external clients' needs, involves, encourages and recognises the contributions of people, consult and share information and ensures that others are informed of issues, work collaboratively with the team, encourage the exploration of diverse views and try to see things from different perspectives, identify learning opportunities and strengths within the team and delegate tasks accordingly, set clear performance standards and provide timely praise and recognition, provide constructive objective feedback in a manner that gains acceptance and achieves resolution, deal with poor performance promptly are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

This role requires; a high level of personal commitment to integrity, professionalism, probity and personal development, adherence to the Code of Conduct, the ability to stand by own position when challenged, to seek advice and guidance when required, takes personal responsibility for meeting objectives and shows initiative and acts proactively to progress work to meet deadlines, able to remain positive and respond to pressure in a controlled manner – continues to progress work despite criticisms and setbacks, a strong commitment to learning and self-development and acceptance of challenges and new opportunities. Engage with risk by providing impartial and forthright advice, constructively challenging important issues and proposing solutions. Actively identifies and manages risk issues escalating as required.

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, approach negotiations with a strong grasp of key issues, able to frame persuasive arguments that take account of opposing views, encourage support from relevant stakeholders, strive to achieve outcomes that benefit both parties are all requirements for this role.

Role Specific Criteria

- Advanced project management skills and experience, involving ability to: coordinate projects of a sensitive, challenging and/or complex nature; prepare project plans; and manage resources including contracts and procurements documents and processes, to achieve outcomes.
- Highly developed analytical skills to conduct high level and critical research and analysis on a range of identified issues, developing practical and innovative solutions.
- Highly developed interpersonal skills to build effective relationships and networks with key stakeholders, including experience in undertaking high-level consultations, collaborations and negotiations.
- Advanced oral and written communication skills, including extensive experience in the preparation of correspondences, reports, memorandums, briefing notes, business cases, policies and procedures.
- Extensive knowledge and experience in the implementation of change/reform.
- Highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment under tight timeframes.

Special requirements/equipment

Nil

Certification

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

Executive Director, Corporate Services

Signature: _____ Date: _____

HR Certification Date: January 2020