



**SECTION 1 - POSITION IDENTIFICATION**

<b>Title:</b>	<b>Project Officer</b>
<b>Classification:</b>	<b>Level 5</b>
<b>Award:</b>	<b>Public Service and Government Officers General Agreement:</b>

**SECTION 2 – REPORTING RELATIONSHIPS**

<b>Division:</b> Purchasing and System Performance	<b>Assistant Director General</b>	
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<b>Directorate:</b> Resourcing and Purchasing	<b>Executive Director</b>	<b>SES Class 3</b>
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<b>Unit:</b> Purchasing and Contracting	<b>Director</b>	<b>SES Class 1</b>
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<b>Section:</b>	<b>Manager</b>	<b>PSO Level 8</b>
	↑	
	<b>THIS POSITION</b>	<b>PSO Level 5</b>

**Positions under direct supervision and control:**

<u>Position No</u>	<u>Title</u>	<u>Classification</u>

**SECTION 3 - KEY RESPONSIBILITIES**

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg. Controls, Maintains, etc.

Assists in the achievement of Branch and Directorate outcomes through the provision of policy, planning, project management and data analysis support.
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<b>TITLE</b> Project Officer	<b>CLASSIFICATION</b> Level 5	<b>POSITION NO.</b> 00001135
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**SECTION 4 - STATEMENT OF DUTIES**

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

**BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE**

Duty No	Duties	Freq.	%
	<b>Project Management</b>		100
1.	Plan, schedule and coordinate the implementation of project activities consistent with project plans and timelines.		
2.	Engage in effective stakeholder and community consultation to identify needs, priorities and issues relating to projects.		
3.	Advise and assist with the evaluation of specific projects, including research and analysis of existing data activities.		
	<b>Policy and Planning</b>		
4.	Undertakes policy and planning support, research and data analysis associated with projects and Directorate programs.		
5.	Utilises statistical data provided by funded organisations to support community services planning.		
6.	Provides policy and planning advice to support the development of service delivery models.		
7.	Prepares ministerial correspondence and other correspondence and reports as required.		
	<b>Liaison</b>		
8.	Consults, liaises and negotiates with regional advisory groups, non-government organisations, local government authorities and community groups on behalf of the Directorate.		
	Provides information and advice to the general community about Directorate Programs.		
9.	Provides information and policy advice about other government and non-government programs.		
	<b>Other</b>		
10.	Supports data management for community services activity and reporting processes.		
11.	Performs other duties as required.		

**Organisation Contacts:**  
 Will the occupant of this position be required to communicate with positions outside the normal reporting lines?  
**YES**  
 If yes, how frequent?                    1. Internal to the organisation...D..... 2. External to the organisation...D.....  
 Frequency:    D - Daily,    W - Weekly,    F - Fortnightly,    R - Regularly,    O - Occasionally,    A - Annually

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## SECTION 5 - SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

### ESSENTIAL

1. Experience in planning, analysis and evaluation of health and /or aged care services.
2. Good interpersonal, verbal and written communication skills including consultation and negotiation skills.
3. Well developed analytical and problem solving skills, with an ability to develop solutions to a range of issues.
4. Experience in formulating and evaluating policy and programs.
5. Demonstrated experience with data management and data manipulation.
6. Experience in project management with a sound knowledge of project management principles and techniques.

### DESIRABLE

1. Tertiary qualifications in a relevant discipline.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

## APPOINTMENT CRITERIA

### SECTION 6 - APPOINTMENT FACTORS

- Successful 100 point Identification check.
- Successful Criminal Record Screening clearance.
- Successful Pre-Employment Integrity check.

<b>Location</b> East Perth	<b>Accommodation</b> Nil
<b>Allowances</b> Nil	<b>Specialised Equipment Operated</b> Nil

## SECTION 7 – CERTIFICATION

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

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date