



# JOB DESCRIPTION FORM

## SECTION 1 – OFFICE IDENTIFICATION

EFFECTIVE DATE OF DOCUMENT: 9/4/2021

<b>ORGANISATION:</b> Department of the Premier and Cabinet
<b>DIVISION:</b> Recovery Implementation and State Services
<b>BRANCH:</b> Executive Government Services
<b>SECTION:</b>

<b>CLASSIFICATION:</b> Level 6	<b>POSITION NUMBER:</b> DPC19045
<b>TITLE:</b> Senior Project Officer	
<b>AGREEMENT/AWARD:</b> Public Sector CSA Agreement	
<b>LOCATION:</b> West Perth	

## SECTION 2 – REPORTING RELATIONSHIPS

<p><b>Manager, Parliamentary and Executive Services</b></p> <p><b>Level 8</b></p>
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Other offices reporting to this office	
<u>Title</u>	<u>Level</u>
Executive Government Officer	Level 4
Parliamentary Liaison Officer	Level 3
Parliamentary Officer	Level 2



<p><b>Senior Project Officer</b></p> <p><b>Level 6</b></p>
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Officers under direct responsibility	
<u>Title</u>	<u>Level</u>



## SECTION 3 – KEY RESPONSIBILITIES

The Senior Project Officer provides support and advice, contributes to research and analysis in relation to the development, implementation and review of Government priorities from a cross portfolio perspective.

## SECTION 4 – STATEMENT OF DUTIES

**Summary of Duties****Details**

Supports the Director and Manager in determining strategic project priorities.

Undertakes the development, implementation and review of Government priorities and directions.

Provides policy and executive support to various Cabinet, Parliamentary and Executive Government bodies.

Contributes to the identification and investigation of emerging issues requiring a strategic response and the appropriate means to address those issues.

Liaises with Ministers' offices and senior government officers on strategic project development and implementation.

Mentoring and supporting the development and work of other staff.

Other duties as required.

**SECTION 5 – SELECTION CRITERIA**

**Essential****Strategic Focus**

Demonstrated ability to evaluate complex issues, recognising strategic linkages and relationships. Strong ability to develop solutions based on sound analytical and conceptual skills and innovative thinking.

**Achieves Results**

Demonstrated ability to show initiative and remain flexible and responsive to change. Adopts an innovative approach to solving issues. Demonstrated research and evaluation capacity. Shares information with team members. Values specialist expertise and capitalises on the expert knowledge and skills of others; and contributes own expertise to achieve outcomes for the business unit.

**Builds Productive Relationships**

Effectively builds and sustains relationships with a network of key people both internally and externally and works collaboratively and effectively as a team member. Ability to mentor and support other team members.

**Exemplifies Personal Integrity and Self-Awareness**

Exhibits a personal commitment to action by taking personal responsibility for meeting objectives and progressing work. Demonstrates self-awareness and commitment to personal development by self-evaluating performance and seeking feedback from others.

**Communicates and Influences Effectively**

Confidently presents messages in a clear and concise manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and verbal communication to ensure clarity.

**Desirable**

Relevant tertiary qualifications.

**SECTION 6 - CERTIFICATION**

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

**PEOPLE SERVICES**

**DEPUTY DIRECTOR GENERAL**

**SIGNATURE:**

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**SIGNATURE:**

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**DATE:**

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**DATE:**

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As Manager I have reviewed the statement of duties and agree this is a current and relevant document.

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

As the Employee I have reviewed the statement of duties.

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