

## Job Description Form (JDF)

### Position details

Position title: Principal Project Officer  
Position number: 70210209  
Classification: Level 7  
Physical location: Bunbury  
Award: PSA 1992  
Agreement: PSCSAA 2019  
Pillar: Industry and Economic Development  
Directorate: Regional Programs and Policy  
Branch: Portfolio Leadership  
Section: South West Development Office

### Reporting relationships

Reports to: Director Regional Development (70190983), Level 8

#### **This position**

Direct reports: Nil

DPIRD provides Regional Development Commissions (Commissions) with access to the staff and resources to support the Chief Executive Officer's (CEO's) in the fulfilment of their statutory functions and obligations under the Regional Development Commissions Act 1993. DPIRD works in partnership with the nine Commissions to promote regional aspirations, inform government policy and planning and to deliver regional development initiatives and investment into the regions. This position undertakes regional operations in support, and under the day-to-day direction, of the South West Development Commission's CEO.

The South West Development Commission is the State Government's lead agency in the South West for driving economic development and jobs growth. The Board is the governing body responsible to the Minister for Regional Development for setting the direction and priorities of the Commission.

## Role summary

This position facilitates the delivery of the Advanced Manufacturing and Technology Hub project in support of the Government's policy objectives for Bunbury. Provides the advocacy, facilitation and project management required to deliver the required project outcomes.

The Advanced Manufacturing and Technology Hub project is a key deliverable of the SWDC's 2021-2023 Strategic Plan.

## About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

## Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

## Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

### Project Management

- Manages the development and implementation of project and contract management strategies, policies, plans and frameworks to deliver the highest value outcomes.
- Manages and participates in project teams as required and take a proactive approach to the achievement of team objectives.
- Provides quality briefings, reports, advice and recommendations to the Project Director and CEO and other key stakeholders on project development and delivery.
- Establishes, maintains and effectively manages strategic partnerships, collaborative working relationships and effective communication networks with key stakeholders and agencies.
- Works cooperatively with other Commission, DPIRD and intra/inter-agency staff to ensure collaboration and consultation on project management.
- Implements agreed project management methodologies, principles and templates.
- **Supports team members** to develop the required competencies to deliver high productivity project service delivery.
- Maintains professional skills to an appropriate standard and undertake continuous knowledge improvement of contract, project management concepts, techniques and standards.
- Contributes to the administration and management of procurement processes in accordance with established policies and guidelines.
- Applies agreed evaluation and measurement frameworks to monitor effectiveness of investments against outcome based objectives.
- Monitors contracts and agreements for compliance with project deliverables and government policy and processes.

### Strategic and Corporate Responsibilities

- Provides strategic policy advice to the Government regarding current, evolving or emerging issues to facilitate effective decision-making.
- Represents the **agency** as required.
- Develops teamwork among staff to produce quality outcomes based on customer service principles and practices.
- Promotes and actively advocates for a high performing work environment and culture to empower, motivate and develop staff.
- Models, promotes and demonstrates a genuine commitment to **agency** values.
- Other duties as required.

## Work related requirements

In the context of the role:

### Essential criteria

#### Role specific

1. Substantial experience and knowledge in complex project management; including the ability to lead, manage, take the initiative and deliver agreed outcomes within specified timeframes.

#### Core capabilities

2. *Build effective relationships*: Highly developed communication skills including negotiation and facilitation skills; and the ability to develop and maintain effective stakeholder relationships.
3. *Challenge for innovation*: Demonstrated ability to develop and deliver innovative and responsive improvements which underpin the Department's strategic objective.
4. *Think strategically*: Well-developed conceptual and analytical skills including the ability to provide innovative solutions to complex problems.
5. *Deliver in a changing environment*: Demonstrated high level project management and organisational skills including the ability to plan and coordinate high-level projects in a complex environment.
6. *Lead and empower others*: Highly developed management skills with the ability to negotiate with, motivate and influence people.

### Desirable criteria

1. Possession of, or progression towards a relevant qualification in project management.
2. Knowledge and understanding of state planning policies and practices.

## Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required. If not currently held, must be acquired prior to commencement at applicant's expense.
- Occasional travel to and from metropolitan and regional offices may be required.
- The contract of employment specifies terms and conditions relating to this position.

## **Certification**

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

### **Delegated authority**

Endorsed by:	Dean Newton
Position title:	Director Project Management, Regional Programs and Policy, Industry and Economic Development
Endorsement Date:	26 February 2021