



North Metropolitan Health Service  
**Job Description Form**

**HSS REGISTERED**

**Project Officer - Development**

**Health Salaried Officers Agreement: G-6**

**Position Number: 008221**

**Department : Development**

**Reporting Relationships**

Area Director Infrastructure Development  
Award Level: G-12  
Position Number: 008198



Redevelopment Project Coordinator  
Award Level: G-10  
Position Number: 005561



**This Position**



← Also reporting to this supervisor:

- Senior Project Officer  
Development G-8

Directly reporting to this position:

Title	Classification	FTE
Nil		

Other positions under control

- 

**Prime Function / Key Responsibilities**

Supports project teams with the planning, coordination, implementation and evaluation for a specified project or selected portions of a project. Undertakes activities as directed to develop and support the NMHS Infrastructure Development Program.

**1. Strategy and Planning**

- 1.1 Plans and coordinates specified project activities within the scope, quality, time and costs defined and agreed by the project control group.
- 1.2 Identifies and assists in managing risks associated with the specified projects. Implements pre-emptive and corrective action as directed.
- 1.3 Provides key support in transitioning a project to operations.
- 1.4 Contributes to implementation of strategies to achieve objectives of the NMHS Infrastructure Development Program.
- 1.5 Supports and assists in the development of business cases, project plans, implementation strategies, tools, processes and systems as directed by Area Director Infrastructure Development.
- 1.6 Supports the development of policies.
- 1.7 Develops and maintains projects reports, minutes and monitors project performance.
- 1.8 Provides regular feedback and reports to the Area Director Infrastructure Development.
- 1.9 Provides advice and support to the Infrastructure Development team and other staff as required.

**2. Stakeholder Management**

- 2.1 Develops and maintains effective working relationships with stakeholders.
- 2.2 In liaison with other Development project officers, liaises with key stakeholders, consultants and government agency representatives to undertake the program in the most effective manner.
- 2.3 Participates in relevant project control groups and provides project support to key stakeholders as needed.
- 2.4 Assists with the development of project stakeholder engagement plans and communication plans.

**3. NMHS Governance, Safety and Quality Requirements**

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.4 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.5 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**4. Undertakes other duties as directed.**

## **Work Related Requirements**

### **Essential Selection Criteria**

1. Project management experience including the ability to achieve health infrastructure project outcomes within specified constraints.
2. Demonstrated ability to prioritise work, including an ability to be adaptable and flexible within a work environment subject to competing priorities and change.
3. Demonstrated contribution to a project team and achievement of goals.
4. Demonstrated good oral and written communication and interpersonal skills, including a proven ability to effectively engage with a range of stakeholders in a multidisciplinary environment and build positive relationships.
5. Demonstrated problem solving skills including the ability to develop innovative solutions to a range of issues.
6. Current "C" or "C.A." class drivers licence.

### **Desirable Selection Criteria**

1. Tertiary qualification in a relevant field.
2. Experience in infrastructure development within the health care sector.
3. Knowledge of PRINCE2 methodology.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### **Appointment Prerequisites**

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Evidence of Current "C" or "C.A." class driver's licence provided prior to commencement  
Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## **Certification**

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

### **Manager/Supervisor**

Name:  
Signature/HE:  
Date:

### **Dept./Division Head**

Name:  
Signature:  
Date:

### **Position Occupant**

Name:  
Signature:  
Date: