



# Job Description Form

## 1. Position Details

<b>Position Title</b> Project Officer - Major Projects			<b>Position Number</b> PA2204POMP
<b>Level/Grade</b> 4 or 5	<b>Specified Calling Level</b>	<b>Agreement</b> PSGOCSAGA 2019	<b>Effective Date</b> 24 January 2022
<b>Division</b> Rottneest Island Authority		<b>Branch</b> Major Projects	
<b>Section</b> Major Projects		<b>Location</b> Fremantle – Commuting as required, including occasional overnight stay.	

## 2. Reporting Relationships

<b>Position Title</b> Director Major Projects	<b>Level/Grade</b> Level 8	
↑		
<b>Responsible to</b>		<b>Other offices reporting directly to this office</b>
<b>Position Title</b> Manager – Major Projects	<b>Level/Grade</b> 6 or 7	↔ <b>Position title</b> Project Officer (Major Projects) x 3
↑		
<b>Responsible to</b>		
<b>This position</b>		
↑		
<b>Officers under direct responsibility</b>		
<b>Position Title</b>	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>

## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

<p>The Rottneest Island Authority has advanced plans for the upgrade of existing assets and development of new infrastructure underpinned by investment from the State and Commonwealth Governments.</p> <p>This role supports the coordination of the whole of project life cycle, including:</p> <ul style="list-style-type: none"> <li>Supporting the coordination and delivery of building, construction and infrastructure projects at optimal value for money and within the set time.</li> <li>Supporting the planning and overseeing maintenance of major built assets to attain and preserve maximum operational capacity.</li> <li>Contributing to the Strategic Asset Management Plan and Capital Works Program.</li> </ul>
--

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

<b>Position Title</b> Project Officer – Major Projects			
<b>Position No.</b> PA2204POMP	<b>Level/Grade</b> Level 4 or 5	<b>Specified Calling Level</b>	<b>Effective Date</b> 24 January 2022

## 4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

### Strategic Management

1. Contribute to the strategic direction of the Major Projects team.
2. Support the alignment of priorities and processes with the Rottneest Island Authority's strategy, objectives and operational requirements for the efficient life cycle planning of the assets.
3. Support the preparation of strategic level advice on the planning, approval, design development, procurement and delivery of projects regarding built assets.
4. Support the preparation of high-level business cases and supporting documentation for capital approval applications.

### Operational Management

5. Foster an open, cooperative and communicative working environment.
6. Promote a culture of safety in design, within the work environment and throughout the maintenance and construction activities.
7. Provide budgets, monitor and report on financial performance, authorise expenditure and payment within the limit of the delegated authority.
8. Ensure records in the Asset Management Information System are accurate and updated for major projects.

### Project Management

9. Support the whole of project life cycle, including:
  - preparation of internal project management documents including but not limited to cost, risk, resource, delivery, and communications plans.
  - contribute to effective design and construction performance by maintaining accurate documentation and recording procedures, monitoring performance of contractors.
  - contribute to the ongoing improvement in performance and design value engineering by implementing new work procedures as directed and providing innovative suggestions for future changes.
  - monitoring and regular reporting on performance against baseline budget and schedule.
  - recommendations on procurement options and tender formulation.
  - preparation of brief and request for quote for the engagement of consultants.
  - management of the approvals process and design development from concept to detail.
  - preparation of the scope of works and contract formation - including specific HSEQ requirements.
  - response to tenderers' queries and evaluation of tender submissions including recommendations.
  - coordination and oversight of the execution of the maintenance or construction works.
  - contract management and administration, including acting as superintendent's representative.
  - management of commissioning and defects liability period.
10. Undertake other duties as directed.

<b>Position Title</b> Project Officer – Major Projects			
<b>Position No.</b> PA2204POMP	<b>Level/Grade</b> 4 or 5	<b>Specified Calling Level</b>	<b>Effective Date</b> 24 January 2022

## 5. Selection Criteria

**In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.**

1. Base-level (Level 4) or considerable (Level 5) technical experience in the initiation, planning, design development, procurement, execution and closure of building, construction and infrastructure projects.
2. Developed (Level 4) or well developed (Level 5) verbal communication and interpersonal skills, with the ability to successfully develop and maintain relationships with internal and external stakeholders.
3. Developed (Level 4) or well developed (Level 5) written communication skills, including the ability to prepare reports to the Board as well as technical and procurement documents.
4. High level financial and budget management skills in both an operational and project environment.
5. Well-developed analytical, risk management and problem-solving skills.

### **The Desirable criteria will be assessed as required:**

6. Demonstrated experience in the project management of civil, public open space and / or building construction.
7. A tertiary qualification in a relevant field of engineering, project or construction management.
8. Behaviour that reflects **Integrity, Collaboration, Accountability, Respect and Excellence**

### **Values**

Our organisational values drive the way we make decisions, interact with each other, and work together to achieve results.

Our five core values — **Integrity, Collaboration, Accountability, Respect and Excellence** — represent our commitment to a professional and inclusive workplace culture we can all enjoy. For the purposes of this recruitment process, behaviours that reflect these values are included as **Desirable** selection criteria for this position.

**Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.**

<b>Position Title</b> Project Officer – Major Projects			
<b>Position No.</b> PA2204POMP	<b>Level/Grade</b> 4 or 5	<b>Specified Calling Level</b>	<b>Effective Date</b> 24 January 2022

## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full time hours.	1		
<b>Allowances and Special Conditions</b> Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.			
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work">https://workingwithchildren.wa.gov.au/about/categories-of-child-related-work</a> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	511112
---	--------

## 7. Certification

The details contained in this document are an accurate reflection of position.

Director	Executive Director
Signature:	Signature:
Date:	Date: