



# Job Description Form

## 003269 Project Officer

### Advisory Services

#### Position details

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Classification Level: 5

Award/Agreement: PSA 1992 / Public Sector CSA Agreement  
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Advisory Services

Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: 020740 Senior Project Officer – Level 6

**This position: 003269 Project Officer - Level 5**

Direct reports: NIL

#### Overview of the position

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The Advisory Services Directorate is responsible for the high-level coordination and oversight of the Departments operational activities including policy and legislative reform, providing advice to government, building collaborative work arrangements within the Justice Portfolio, public sector and broader community.

The Directorate assists with projects and investigations of strategic significance, business improvement initiatives and provides support and advice to the Director General on highly sensitive and confidential issues that impact on the whole of the Department.

The Project Officer is responsible for undertaking projects and investigations of strategic significance under the guidance of the Director General's office. The position holder works collaboratively with other business areas to deliver outputs that align with the Department and Governments objectives. The Project Officer is also required to assist with the administrative and secretarial functions to include human and finance resources, HR interface, budgeting, corporate reporting, procurement and other administrative functions for the Division.

## **Job description**

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As part of the Advisory Services team, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

## **Role specific responsibilities**

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- Develops, implements and manages change in the implementation and completion of a variety of identified projects of a complex nature. Plans, coordinates and implements a variety of identified projects.
- Conducts research and analysis and considers and recommends options to meet organisational needs and resolves problems of a complex nature.
- Monitors, evaluates and reports on the contract management process and the performance of service providers in meeting specified contractual outcomes and maintains complete and accurate contract records.
- Participates in the identification of opportunities to improve the provision of services and the management of contracts with service providers.
- Assists in the administrative and secretarial functions to include human and finance resources, HR interface, budgeting, corporate reporting, procurement and other administrative functions for the Division.
- With guidance from senior officers, develops and recommends proposals for legislation development.
- Prepares documentation in support of the legislative and policy process including Cabinet Submissions, Drafting Instructions, Second Reading Speeches, Committee notes and Parliamentary Briefings
- Engages with key stakeholders including other State and Commonwealth agencies, identifying trends, issues and other initiatives.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

### **Achieve Results**

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

### **Builds Productive Relationships**

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

### **Exemplifies Personal Integrity and Self-Awareness**

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

### **Communicates and Influences Effectively**

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

### **Role Specific Criteria**

- Demonstrated project experience including the ability to successfully plan, organise and complete multiple projects of a complex kind within designated timeframes.
- Demonstrated sound research, analytical, conceptual and problem-solving skills.
- Demonstrated understanding of the justice system and/or the legal assistance sector.

### Special requirements/equipment

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Nil

### Certification

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

Director General

Signature: \_\_\_\_\_ Date: 8 March 2022

HR certification date: March 2022