

Job Description Form (JDF)

Position details

Position title: Project Officer
Position number: 70220158
Classification: Level 5
Physical location: Carnarvon
Award: PSA 1992
Agreement: PSCSAA 2021
Pillar: Primary Industries Development
Directorate: Horticulture and Irrigated Agriculture

Reporting relationships

Reports to: Senior Project Officer (70210266), Level 6

This position

Direct reports: Nil

Role summary

Conducts research and analysis of complex information and data relative to projects. Undertakes independently less complex projects and assists with more complex projects.

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:

- Contributes to the development and implementation of a range of projects in support of the Directorate's and Department's objectives.
- Builds and maintains relationships with internal and external stakeholders to support the delivery of project outcomes.
- Participates on relevant project teams, committees and working parties representing the Department as required.
- Prepares and coordinates reports, submissions, briefings, correspondence and advice.
- Undertakes and/or co-ordinates research, collation, analysis and evaluation of issues, policies, practices, and/or procedures to identify relevant factors and provide recommendations for further consideration or action.
- Monitors progress of projects, prepares progress reports and assists to address issues that will affect performance indicators and/or milestones.
- Contributes to the evaluation and review of project outcomes.
- Researches and identifies effective risk management strategies for the Department to ensure outcomes are achieved.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated experience in project management, including the ability to deliver agreed outcomes within specified timeframes.

Core capabilities

2. *Build effective relationships:* Well-developed interpersonal and negotiation skills, including the ability to build and maintain internal and external relationships.
3. *Challenge for innovation:* Demonstrated ability to develop practical and innovative solutions to problems.
4. *Think strategically:* Well-developed conceptual, analytical and problem solving skills with the ability to provide strategic solutions to project management problems.
5. *Deliver in a changing environment:* Well-developed planning and organisational skills, including the ability to prioritise tasks and meet deadlines.
6. *Lead and empower others:* Demonstrated ability to work collaboratively in a team environment and contributes to the achievements of team goals.

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.
- A current and valid Western Australian "C" class (car) drivers' license or equivalent 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: Rohan Prince

Position title: Director, Horticulture and Irrigated Agriculture

Date: 14 June 2022