



## Job Description Form (JDF)

### Position details

Position title:	Senior Project Officer
Position number:	70190872 / 70190873 / 70200248 / 70220224
Classification:	Level 6
Physical location:	Various
Award:	PSA 1992
Agreement:	PSCSAA 2021
Pillar:	Industry and Economic Development
Directorate:	Regional Business Development
Branch:	Aboriginal Economic Development

### Reporting relationships

Reports to: Project Manager (70190871), Level 7

#### **This position**

Direct reports: Various

### Role summary

Coordinates and conducts research and analysis of complex information and data relative to projects. Oversees less complex projects and assists with coordination of 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.
- Contributes to the development and implementation of policies relating to project management to deliver project outcomes.
- 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.
- Works collegiately with other project management officers to ensure there is an efficient and effective project management function across the Pillar.
- Prepares and coordinates reports, submissions, briefings, correspondence and advice.

- 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 complex project management, including the ability to deliver agreed outcomes within specified timeframes.

#### **Core capabilities**

2. *Build effective relationships:* Highly developed interpersonal and negotiation skills and the ability to develop and maintain productive working relationships.
3. *Challenge for innovation:* Demonstrated ability to develop practical and innovative solutions to complex problems in order to meet organisational objectives.
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:* Highly developed planning and organisational skills including the ability to prioritise and complete tasks within deadlines.
6. *Lead and empower others:* Proven ability to work collaboratively within a team environment and contributes to the achievement of the team goals.

### **Desirable criteria**

1. Possession of, or progression towards a relevant tertiary qualification

## **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.
- The contract of employment specifies terms and conditions relating to this position.
- Occasional travel to and from metropolitan and regional offices may be required.

**Certification**

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

**Delegated authority**

Endorsed by: Niegel Grazia  
Position title: Deputy Director General, Industry and Economic Development  
Endorsement Date: 02 October 2020