



Job Description Form

Research Project Coordinator - Level 5 (DPC23046)

13 March 23

Division/Directorate
Office of Digital Government

Branch/Section
Digital Transformation and Technology

Reports to
Principal Policy Officer

Supervises
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Operational Context:

The Department of the Premier and Cabinet supports the Premier as head of the Western Australian Government. The Department is a central agency that leads the public sector in providing advice and support to the Premier and Cabinet in their service of the Western Australian Community.

The Office of Digital Government is leading the digital transformation of the WA public sector to support agencies in improving service delivery to the community. This includes providing more convenient access to government services online, and not disadvantaging those who cannot or do not want to use digital services. Ensuring that personal information and data collected, stored, and shared by the WA Government is protected is a crucial element of what we do.

Role Overview:

This position is responsible for administering access and use of the Department's whole-of-government linked data platform. The role will co-ordinate project processes and support the team in working with medical researchers, community service providers, Aboriginal Community Controlled Organisations, and government agencies to access data for better policy, strategy, service design, research and to support improved Aboriginal outcomes.

Role Responsibilities:

Client Services

- Support communication with a broad range of stakeholders including medical researchers, government analysts, data custodians, non-government organisations and members of Aboriginal Community Controlled Organisations.
- Provide advice on project proposals, data governance, datasets, access requirements and other administrative processes to a range of audiences.
- Support the development of information for stakeholders seeking access to data for policy, service delivery and research.
- Assist data custodians across government to resolve issues, understand barriers and enablers and progress projects.
- Assess and understand the strategic value of research projects and how they support government initiatives to communicate benefits, shape priorities and progress work accordingly.
- Support internal and external meetings and workshops, representing the Department of the Premier and Cabinet when required.

Project Management and Co-ordination

- Provide administrative support on applications for data as they progress through a staged process, from concept to documentation, review, and approval through to data access and publication of research outputs.
- Review applications to ensure they comply with established ethical, privacy and data governance requirements, as well as relevant policies and procedures.
- Liaise with data custodians to coordinate project approval in compliance with requirements for final release of information for research purposes.

- Use administrative systems, such as an application system and records management system, to manage applications through the staged application processes.
- Liaise with data engineers and monitor progress of data extraction, quality assurance and delivery for multiple highly complex projects simultaneously.
- Assist with the development and monitoring of policies, data exchange agreements, Memoranda of Understanding, and data governance protocols.
- Modify established workflows and processes as needed to deliver efficiencies and better customer service.

Business Support and Innovation

- Support the maintenance a public facing website to ensure its relevance and accuracy, and ensure it supports the needs of stakeholders.
- Assist the technical team to create process improvements that improve efficiency and/or are informed by end-user needs.
- Undertakes other duties as required.

Corporate Responsibilities:

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the *Work Health and Safety Act 2020*.

Role Specific Requirements and Capabilities

(The experience, qualifications and behaviours required to fulfil the role)

Essential

- Good project co-ordination skills, with the ability to formulate plans, set timelines and keep others informed.
- Effective interpersonal skills with an ability to co-ordinate people and guide decisions
- An ability to work independently and take initiative to prioritise work and meet deadlines.
- Good written communication skills, with an ability to clearly simplify concepts for a range of audiences.

Desirable

- Knowledge of or experience in the research sector, with some familiarity with research design, grant applications, or ethics processes.

Pre-Employment Requirements

To be eligible for permanent appointment to the Department, employees must be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments require a valid work visa for the duration of the entire employment contract.

Appointment is subject to:

- 100-point identification check; and
- Criminal Records Screening Clearance
- Baseline/NV1/NV2 Clearance (remove if not required)

Certification

GCIO Signature:

Date:

19.5.2023

People Services:

Date:

19.5.2023