



Position Description

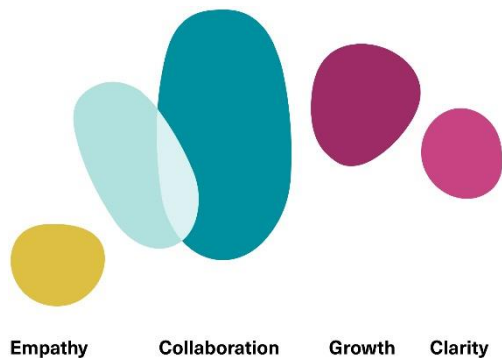
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|------------------|-------------------------|-----------------------|-------------------------|
| Position Title: | Project Officer | Classification Level: | 4 |
| Position Number: | Generic | Reports to: | Various |
| Directorate: | Buildings and Contracts | Supervises: | Nil |
| Branch/Section: | Customer Teams | Location: | Perth Metropolitan Area |

Our Vision

We serve Western Australia to deliver what is needed today to achieve a better tomorrow

Our purpose

To lead and deliver services on behalf of the Government and for the benefit of the community



Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values are **Clarity, Empathy, Collaboration** and **Growth**.

As a central government agency with a State-wide presence, Finance leads and delivers services to the Government, public sector agencies and the community, and places customers at the centre of its focus.

Services include strategic policy advice, building and managing major community infrastructure and government office accommodation, leading, and supporting government procurement, collection of revenue and administration of grants and subsidies, and delivery of corporate services.

Role summary

The Project Officer in Customer Teams is responsible for managing low value, low risk and complexity projects and breakdown repairs or discrete elements within low to medium value, risk, and complexity projects. The role contributes to and supports project teams of in house and private sector professionals to plan and deliver projects for government and administers project management

systems and maintenance of information. The Project Officer also contributes to the procurement of trades and services for building construction and maintenance works and liaises and maintains relationships with key stakeholders.

Your responsibilities

The successful applicant will be expected to:

Best Place to Work

- Incorporate Finance's values in all interactions to support an innovative, customer focused, high performing and values-led organisational culture.
- Understand and consider team objectives, and customer needs in work activities to inspire excellence.
- Support and contribute to the environment that enables members to flourish and deliver fit-for purpose services aligned with Finance objectives.
- Use resources efficiently and effectively.
- As a member of the Customer team, demonstrate initiative and be accountable for your work outputs.
- Be open to coaching, feedback and capability building; and take initiative in personal growth and development.

Customer Centric

- Work proactively with customers to enable the delivery of relevant, contemporary, and professional services and governance.
- Work collaboratively to achieve common goals, best practice and contribute to continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Assist and support team leader to develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Regularly confirm expectations to ensure that deliverables are high-quality, fit-for-purpose and aligned with team objectives.

Outcomes Focused

- Manage low value, low risk, shorter duration projects.
- Responsible for discrete elements of low to medium value and low to medium risk complex projects.
- Address project scope, time, cost, quality, human resource, communication, risk, contractual and project integration issues with support where required.
- Contribute to or supports in house and private sector project teams to plan and deliver projects.
- Administer project management systems and maintenance of information.
- Access systems data, analyse trends and performance, and other information as required, to provide advice and reports to client agencies.
- Assist with contract development and procurement.
- Award contracts within delegation.
- Manage or administer contract management systems and maintenance of information.
- Access systems data, analyse trends and performance, and other information as required, to provide advice and reports to client agencies. Manage contractor performance requirements.
- Contribute to contract dispute resolution processes.

- Build and maintain productive internal and external relationships with stakeholders, team members, colleagues, suppliers, contractors, consultants, and clients.
- Provide general financial and administrative support to project teams and branch.
- Issue invoices for works and services and verify accounts for payment.
- Perform other duties as directed.

What you need to bring to this role

To be read in the context of the preceding sections of this document. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

Essential

Shape and Manage Strategy

You will have sound analytical and problem-solving skills with the ability to demonstrate how your own work contributes to the achievement of organisational goals.

You will have knowledge of and experience in project or procurement management.

You will have experience in the buildings or construction industry.

Achieve Results

You will deliver on plans and timeframes; and identify risks to achieve quality outcomes to suit individual client/business requirements.

You will have sound organisational skills with the ability to manage diverse workload and mitigate risks to achieve quality outcomes that address individual client/business requirements.

Build Productive Relationships

You will have demonstrated ability to work collaboratively and inclusively to build effective relationships and support a positive team environment.

Exemplify Personal Integrity and Awareness

You will have demonstrated self-awareness, accountability, and commitment to support departmental values in delivering quality outcomes.

Communicate and Influence Effectively

You will have sound communication, interpersonal skills, and the ability to deliver a customer-centric service.

Desirable

Demonstrated experience with computer applications to manage projects.

Possession of, or progress towards a relevant tertiary or trade qualification(s) in a building related discipline, project management, procurement or similar.

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

- 100 point identification check; and
- Criminal Records Screening clearance

Special equipment/requirements

Nil

Certification

Verified by: D Terte, HR Officer, Aug 2022

Classification Evaluation Date: Oct 2019

