**Job Description Form**

**Project Assistant**

**Position Details**

**Position Number:** Generic

**Classification:** Level 4

**Award/Agreement:** PSA 1992 / PSCSAA 2022

**Organisational Unit:** Aboriginal Outcomes / Various

**Location:** Perth Metropolitan Area

**Classification Date:**

**Effective Date:** May 2023

**Reporting Relationships**

**This position reports to:**

Principal Project Officers, Various, Level 7

**Positions under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities is Western Australia’s major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women’s interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth. We also lead the State’s welfare recovery, following challenges presented by the COVID-19 pandemic.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**About Aboriginal Outcomes**

The Aboriginal Outcomes division is multi-disciplinary and focuses on programs, projects and initiatives that support and enable the Department to improve outcomes for Aboriginal children, families and communities. The division operates at a whole-of-system, whole-of-government and whole-of-agency level.

Projects focus on targeting organisational capability, developing new ways of working, enhancing economic development and designing and delivering new models of service delivery. The determination of project areas is defined by Government and the Department, which reflects emerging themes within Aboriginal communities.

The team environment is agile, dynamic, focused on positive outcomes and delivering change across our target areas. Our team embodies the Departmental values.

We achieve a culturally secure work environment and prioritise cultural awareness across our team to support and enable improved outcomes for Aboriginal staff, Aboriginal children, people, families and communities.

**Role Statement**

This position will provide efficient, effective and comprehensive Project administration support to high priority Programs, including supporting Community Engagement activities, reporting and data collection processes and everyday Project administration requirements.

**Position Duties and Responsibilities**

**1. Project Administration**

1.1 Provides information and support to multiple Project and/or Program Teams in regard to standards, processes and tools.

1.2 Supports Project Teams, with the development of documentation, tools and templates for use by Project stakeholders.

1.3 Coordinates external and internal Meetings, including preparing Agendas, taking Minutes, distributing documents and setting up.

1.4 Establishes and maintains effective communication channels with Project Teams, internal and external clients, and stakeholders and customers.

1.5 Liaises with Project staff to track the Project / Program critical path/s, and works to ensure key risks, issues and interdependencies are flagged and escalated within the Project or Program.

1.6 Collaborates with Project staff and stakeholders to monitor and consolidate Project / Program deliverables, schedules, resources and Project benefits.

1.7 Maintains key Project documentation and manages document and version control for allocated activities.

1.8 Consolidates and provides basic analysis on Program data.

1.9 Consolidates information for reports for Project Managers, regarding Project delivery, including milestone summaries, key issues, risks, benefits and summary of costs incurred.

1.10 Contributes to the development, implementation and continuous improvement of Project Management policies, procedures, templates and tools, and ensures adherence with Project governance methodology, frameworks and standards across all Projects.

1.11 Liaises with stakeholders to ensure a Project or Program is well placed to achieve outcomes, and provides Portfolio, Program and Project Reports on behalf of the Project Manager and / or the Division.

1.12 Provides support in responding to Project enquiries.

1.13 Assists in schedule and activity management.

**2. Stakeholder Engagement**

2.1 Supports effective relationships with stakeholders that may include Government, non-Government, and Aboriginal communities.

2.2 Demonstrates the ability to engage in a culturally appropriate manner with stakeholders.

**Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

2. Actively participates in the Communities performance development process and pursues professional development opportunities.

3 Participates in emergency or critical event response management duties as required.

4. Undertakes other duties as required.

**Work Health and Safety Responsibilities**

**All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

**Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

**Essential Work-Related Requirements (Selection Criteria)**

1. Knowledge of Project Management, including the ability to deliver agreed outcomes within specified timeframes.

2. Sound research, analytical and problem-solving skills.

3. Experience in contributing to Policy development.

4. Well-developed written communication and interpersonal skills, with the ability to communicate with colleagues at all levels in an informative and professional manner.

5. Experience in contributing to the achievement of Project Team outcomes.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

2. Ability to travel to regional or remote locations, including by light aircraft, and to stay overnight or for short periods.