**Job Description Form**

**Project Officer (Aboriginal Outcomes)**

**Position Details**

**Position Number:** Generic

**Classification:** Level 5

**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 and effective Project support to high-priority Programs, including supporting Community Engagement strategies and undertaking research and analysis consistent with the Department’s values.

The role may require travel to regional and remote Western Australia for the purpose of stakeholder engagement.

**Position Duties and Responsibilities**

**1. Planning**

1.1 Participating in Project planning, including maintaining Project System administration for the Program Project Plan/s.

1.2 Planning workload, consistent with Project demands and priorities of the Project/s and Project Team/s.

1.3 Supports the development and/or drafting of Project communications, in conjunction with Program Managers as required.

1.4 Supports the development and implementation of performance measures and reporting on Projects and / or Project Management.

**2. Project Implementation Support and Coordination**

2.1 Manages individually, or as part of the Project Team, components of the Project/s according to the requirements of the Program Manager and the Project Implementation Plan.

2.2 Provides advice and support to the Project Manager and other stakeholders on the overall Project and reporting status.

2.3 Reviews and follows up weekly Project updates.

2.4 Prepares reporting across Projects as required.

2.5 Participates on Committees and Working Groups as required.

2.6 Provides Executive support as required for the Project Team.

2.7 Undertakes Project Administration support and coordination as required.

**3. Stakeholder Engagement**

3.1 Develops and supports effective relationships with stakeholders that may include Government, non-Government, and Aboriginal communities.

3.2 Engages in a culturally appropriate manner with stakeholders through various engagement mechanisms.

**4. Consultation**

4.1 Liaises and consults with key stakeholders to identify issues, expectations and options in the management and delivery of the Project/s.

4.2 Ensures accurate and timely records of stakeholder engagement activity and decisions.

**5. Quality Assurance**

5.1 Provides advice, guidance and tools to ensure controls and governance are established and maintained throughout Project lifecycles.

5.2 Supports the implementation of Governance practices across all Projects.

5.3 Supports the assessment and escalation of Project issues, risks and scope changes weekly.

**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. Demonstrated experience in Project Management skills, including the ability to plan, prioritise, make decisions and meet deadlines.

2. Well-developed written communication skills, including the ability to produce clear and concise Reports, such as Briefing Notes, Ministerial responses and Project Reports.

3. Good conceptual, research, analytical and problem-solving skills.

4. Knowledge of current trends and themes affecting Aboriginal communities.

5. Demonstrated ability to work with minimal supervision and work cooperatively with others within a Team environment.

6. Well-developed communication, interpersonal and negotiation skills.

**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.