

Project Officer

Work and Development Permit Service

Civil Division, Perth Office

Level 4

Job Description

The Project Officer contributes to the development and delivery of the Legal Aid WA Work and Development Permit Service (WDPS). The Project Officer will use a variety of resources to conduct sponsor surveys, stakeholder mapping and research, as well as prepare reference documents and reports to the WDPS team. The occupant will cultivate strong working relationships and coordinate multiple tasks to meet report deadlines.

About Legal Aid Western Australia

Legal Aid Western Australia provides information and resources to assist the community with their legal concerns and offers a range of services aimed at target groups or individuals with legal problems. Through our regional offices and main office in Perth and working in partnership with private practitioners and other service providers, we are committed to providing equitable access to services, regardless of regional and time constraints.

Assistance is designed to help people resolve their problems at the earliest opportunity, to improve their access to the law, to avoid unnecessary litigation, and to ensure that legal representation is in keeping with community expectations of fairness.

Our Vision, Mission and Values

Vision

Equitable access to justice to support a fair and safe community.

Mission

To assist the community by providing quality and timely legal help to those who need our assistance.

Values

Making a difference: We're committed to helping people understand and protect their rights.

Client-centred: We put clients at the centre of everything we do.

Respect: We care about our clients and the community in which we live.

Innovation: We're committed to continuous improvement

Transparency: We are an open and accountable organisation.

Reporting Relationships

Work and Development Permit Service



Scope of Duties.

- Contributes to identifying and understanding current and emerging issues relating to the Work and Development Permit Scheme to shape future strategies, policies, and initiatives.
- Ability to confidentially build, maintain and engage with local communities as well as an understanding of issues facing regional and remote communities.
- Communicates with key stakeholders and coordinate working groups, committees, and consultations to facilitate exchange of information and support project completion in line with project plans.
- Prepares and maintain documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information.
- Provides project partners, stakeholders, and sponsors with timely and up to date information to raise awareness of the Work and Development Permit Scheme by way of reports, newsletters, web content and stakeholder events.
- Provides training, guidance and support to external stakeholders in relation to the WDP Scheme and to the general services provided by Legal Aid WA.
- Builds and maintains strong working relationships across a diverse range of service providers (sponsors) and stakeholders (eg. court programs and Legal Aid WA programs) and to enable collaboration and influence outcomes
- Responds to enquiries and escalates and redirect issues as required.

Selection Criteria

Only criteria in bold must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.

ESSENTIAL

- **Demonstrated experience successfully delivering or supporting projects.**
- Strong conceptual, analytical and research skills, including the ability to deliver practical solutions to problems.
- **Good written, verbal, and interpersonal communication skills, and an ability to build and maintain effective relationships.**
- Experience in the review and analysis of business processes and services and applying well developed business analysis techniques to support alternative solutions and opportunities for innovation.
- Demonstrated ability to work autonomously and effectively as a member of a team.

DESIRABLE

- **Statewide knowledge of community-based agencies that provide activities and programs that fit within the scope of the Work and Development Permit Scheme activities.**
- Knowledge and understanding of statistical analysis of data and system reporting.

ESSENTIAL REQUIRED CORE COMPETENCIES

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the Core Competencies Matrix in the Application Guidelines.

- Committed to the principles of social justice.
- **Values people, partnership and teamwork. (High Priority)**
- Willingness to learn and share knowledge with others.
- **Outcome and service focused. (High Priority)**

All appointments to Legal Aid WA are subject to 100 point identification check and satisfactory National Police History Certificate.