

# Job Description Form (JDF)

## Position details

Position title:	Project Officer
Position number:	70190856
Classification:	Level 5
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2022
Pillar:	Industry and Economic Development
Directorate:	Regional Business Development
Branch:	Regional Digital Solutions

## Reporting relationships

Reports to:	Project Manager (70190854), Level 7
	<b>This position</b>
Direct reports:	Nil

## Role summary

Conducts research and analysis of complex information and data relative to projects.

Undertakes independently less complex projects and assists with more complex projects.

## About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.

- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

## Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

## Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

- Contributes to the development and implementation of a range of projects in support of the Directorate's and Department's objectives.
- Builds and maintains relationships with internal and external stakeholders to support the delivery of project outcomes.
- Participates on relevant project teams, committees and working parties representing the Department as required.
- Prepares and coordinates reports, submissions, briefings, correspondence and advice.
- Undertakes and/or co-ordinates research, collation, analysis and evaluation of issues, policies, practices, and/or procedures to identify relevant factors and provide recommendations for further consideration or action.
- Monitors progress of projects, prepares progress reports and assists to address issues that will affect performance indicators and/or milestones.
- Contributes to the evaluation and review of project outcomes.
- Researches and identifies effective risk management strategies for the Department to ensure outcomes are achieved.
- Participates in incident and emergency management activities commensurate with capability, capacity, training and level of experience.
- Other duties as required.

## Work related requirements

In the context of the role:

### Essential criteria

#### Role specific

1. Experience in project management, including the ability to deliver agreed outcomes within specified timeframes.

#### Core capabilities

2. *Build effective relationships*: Well-developed interpersonal and negotiation skills, including the ability to build and maintain internal and external relationships
3. *Challenge for innovation*: Demonstrated ability to develop practical and innovative solutions to problems.
4. *Think strategically*: Well developed conceptual, analytical and problem solving skills with the ability to provide strategic solutions to project management problems
5. *Deliver in a changing environment*: Well-developed planning and organisational skills, including the ability to prioritise tasks and meet deadlines
6. *Lead and empower others*: Demonstrated ability to work collaboratively in a team environment and contributes to the achievements of team goals

### Desirable criteria

1. Nil

## Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- The contract of employment specifies terms and conditions relating to this position.
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

**Delegated authority**

Position title: Deputy Director General, Industry and Economic Development

Endorsement Date: 03 May 2024