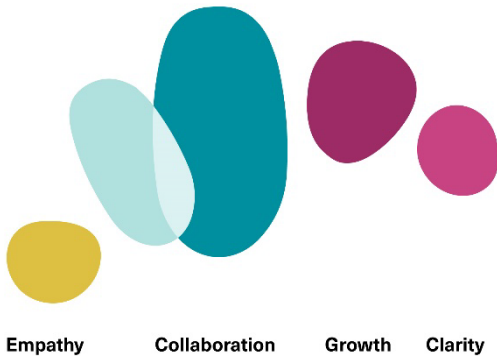




Position Description

Position Title:	Project Support Officer, Workplace Health and Safety	Classification Level:	Level 3
Position Number:	00033358	Reports to:	Assistant Director Workplace Health and Safety, L8
Directorate:	Service and Invest	Supervises:	Nil
Branch/Section:	Office of the DDG	Location:	Perth Metropolitan Area



Our Values

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

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

Role Summary

The Project Support Officer, Workplace Health and Safety provides effective, efficient and timely project and administrative support to the Workplace Health and Safety (WHS) team by undertaking activities to assist with ongoing project and business as usual deliverables. This role also provides secretariat support for the WHS Committee(s) and WHS working groups.

Responsibilities

- Provide administrative support to the Workplace Health and Safety (WHS) team.
- Manage the collection and retention of project reports and prepare Management Summary Reports.
- Oversee and contribute to the preparation of WHS project documents including document management, project register and provide direct liaison to management.
- Prepare project specific documentation and issue documents to Project Managers, Co-ordinators and delegated project resources including presentation materials and reporting processes.
- Plan and undertake project research to support project team.
- Track and document where necessary progress against Project Plans.
- Prepare dashboard reports summarising current project activities.



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- Assist Assistant Director Workplace Health and Safety in day-to-day operation of the Workplace Health and Safety Unit (for example but not limited to, HR related workflow matters, calendar, organise meetings, take meeting minutes).
- Provide secretariat support to WHS Committee(s) and WHS working groups, including coordinating regular meetings, preparation of administrative documents such as agendas and meeting minutes and liaising with senior public servants.
- Support ongoing improvement in project management process / procedures.
- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Demonstrated ability to research and develop written material.
- Demonstrated ability to provide administrative support to senior management/executive.
- Ability to work in a constantly changing environment.
- Sound verbal and written communication and interpersonal skills.

Desirable Requirements

- Relevant WHS knowledge or experience.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of Finance and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.
- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment requirements



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Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Certification

Verified by: Emily Butcher, Senior Human Resources Consultant, June 2024

Classification Evaluation Date: March 2019

