# Job Description Form – Senior Project Officer

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| **Position number:** | 15913 | **Classification:** | Level 6 |
| **Division:** | Strategy and Performance Accountability | **Branch/section:** | Strategy and Transformation |
| **Reports to:** | 15461 - Director Strategy and Transformation L8 | **Direct reports:** | Nil. |

## About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | Respectable  Accountable  Responsive  Open-minded  Integrity |

## Context

Strategy and Performance Accountability lead the development of organisational capability across the following functions:

* corporate governance and audit
* strategic policy coordination
* strategy and transformation (which includes project management and business improvement).

It works collaboratively with partners across Department of Local Government, Sport and Cultural Industries and government to deliver shared outcomes and benefits for our stakeholders.

## Position purpose

The role is responsible for developing and managing key DLGSC agency-wide strategic priorities. Duties include project management, planning, evaluation and implementation to ensure effective management of priorities and projects. The role requires senior stakeholder engagement to improve project, processes and document quality to effectively imbed strategic direction.

## Responsibilities

1. Project Management and Influence

* Leads, mentors, and manages key projects, setting clear expectations, outlining processes, and ensuring effective coordination.
* Scopes, plans, monitors, and delivers projects ensure project completion, milestones are achieved and contributes to continuous improvement across DLGSC.
* Liaises and effectively engages with DLGSC staff and stakeholders – including state government agencies, private organisations, local government, industry organisations and the community representatives – to lead the development and implementation of strategic projects.
* Builds partnerships across the department, government, and industry to drive and respond to strategic projects and priorities to achieve results.
* Supports DLGSC staff in enhancing whole of agency development, including providing advice, drafting briefing notes, reports and strategic policies and procedures.

1. Planning and Priorities

* Leads the establishment and implementation of projects to support strategic initiatives - including planning, implementation and supporting the agency (with directorate ownership) to deliver.
* Drafts and develops strategic documents in partnership with required directorates and agencies – including drafting business case, briefing notes, budget submissions and Cabinet submissions.
* Provides support, advocacy, and planning advice to internal stakeholders to aid the implementation of strategic initiatives.
* Coordinates whole of agency strategic processes and monitoring.

1. Research and Administration

* Research future trends and best practice to inform strategic direction.
* Facilitates effective data collection and analysis.
* Provides high level executive administrative support to the Director and other senior leaders, including coordinating meetings and liaising with other agencies and members of the public.
* Creates, maintains, and provides guidance on corporate recording keeping using DLGSC’s Record Management System.

1. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
2. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

1. Role Specific Requirements

* Demonstrated ability to coordinate, manage and deliver priority projects.
* Considerable experience in writing for Government, including drafting and quality assuring information.
* Flexible, and adaptive with a positive attitude to challenges.
* Engages and supports DLGSC staff with whole of agency projects, including drafting or contributing to briefings note, reports and strategic projects.
* Specialised knowledge and experience in providing high-level executive administrative support, with demonstrated proficiency in Microsoft Office applications.

1. Shapes and Manages Strategy

* Drives a sense of shared purpose and direction.
* Harnesses information and opportunities and demonstrates strong strategic thinking capabilities.
* Shows sound judgement, intelligence, and common sense.

1. Achieves Results

* Excellent planning and organisational skills with the ability to meet specified timeframes.
* Demonstrated outcomes of proven project management skills and experience.
* Ability to self-motivate, use initiative to anticipate requirements and resolve problems arising from competing and changing demands and priorities.
* Excellent analytical, conceptual, and problem-solving skills.
* Demonstrated ability to lead and support team members in coordinating and managing duties to achieve business outcomes.

1. Builds Productive Relationships

* Demonstrated ability to liaise and build and nurture positive relationships across a range of internal and external stakeholders to achieve results.
* Values individual differences and diversity and listens to and recognises the needs of others.
* Proactively shares learning and supports others.

1. Exemplifies Personal Integrity and Self-awareness

* Demonstrates public service professionalism and probity.
* Follows through with commitments and shows accountability and responsibility.
* Promotes and adopts a positive and balanced approach to work.
* Demonstrates self-awareness and a commitment to personal development.
* Ability to understand and operate within the mission, values, and values of the Department.

1. Communicates and Influences Effectively

* Excellent interpersonal, communication and negotiation skills to enable development of ongoing positive stakeholder relationships and ensure cooperation.
* Well-developed verbal and written communication skills, high attention to detail, and considerable experience in producing documents to a high standard.

### Desirable

1. Relevant tertiary qualifications.

## Special conditions

Nil.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) prior to commencement.

100-point identification check (certified copies of ID required)

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| Registration date | 18 July 2024 |