# Job Description Form – Project Officer

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| **Position number:** | 16383 | **Classification:** | Level 5 |
| **Division:** | Management and Coordination | **Branch/section:** | Local Government |
| **Reports to:** | 16362 - Project Manager L7 | **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

The Local Government team partners with local government across Western Australia to deliver good governance to the community. The team administers legislation impacting local government and the community and receives and processes statutory applications. It continues to engage local governments through education and capacity building for the sector.

## Position purpose

This position provides supports to the Project Manager and Senior Project Officer by working on reform implementation projects, initiatives and other activities related to local government legislation that is required to deliver program and department outcomes.

## Responsibilities

1. Develops and maintains systems, policies, procedures and resources necessary for delivering program outcomes, including reform implementation projects.
2. Plans, coordinates and undertakes research, audit or financial analysis activities to identify and evaluate program specific issues and develop evidence-based responses and recommendations.
3. Monitors, analyses and reports on issues, policy, compliance or financial performance of stakeholders or program outcomes.
4. Prepares submissions, presentations, briefing notes, reports, policy documents and correspondence.
5. Provides advice and direction on legislation, policy processes and systems relevant to program outcomes in relation to reform implementation projects.
6. Communicates confidently selecting the appropriate medium for conveying information to the audience’s level of knowledge, skills and experience.
7. Liaises with and maintains a network of contacts including external stakeholders to identify key priorities and resolve issues.
8. Engages with stakeholders within government, representing the local Government Division and the department externally as required.
9. Plans and manages to deliver on projects and reform implementation projects, in particular the establishment of the Local Government Inspector.
10. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
11. 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. Experience in project management with a sound knowledge of project management principles and techniques.
2. Good interpersonal, verbal and written communication skills including consultation and negotiation skills.
3. Well-developed analytical and problem-solving skills, with an ability to develop solutions to a range of issues.
4. Experience in formulating and evaluating contracts and programs.
5. Demonstrated experience with data management and data manipulation.

### Desirable

1. Relevant qualifications in project management, planning or public policy.

## Special conditions

Nil

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100-point Identification Check prior to commencement.

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| Registration date | 5 August 2024 |