



Job Description Form



Senior Project Officer, Level 6 (DPCT4050)

Date: 11 November 2024

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| Directorate: | Office of Digital Government | Reports to: | Director eInvoicing, Level 8 |
| Branch/Section: | Digital Transformation and Strategy | Supervises: | 0 |
| Location: | West Perth | | |

Our vision is to lead a connected government that delivers a brighter future for Western Australians.

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and State Services.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals, communities and businesses throughout Western Australia.

Our values, Leadership, Connection and Impact, underpin the way we work.

The Office of Digital Government is leading the digital transformation of the WA public sector to support agencies in improving service delivery to the community and reduce the regulatory burden for Western Australian people and businesses. This includes providing more convenient access to government services online, and not disadvantaging those who cannot or do not want to use digital services. Ensuring that personal information and data collected, stored, and shared by the WA Government is protected is a crucial element of what we do. We provide guidance and direction to agencies on how to accelerate their digital transformation and develop and build whole-of-Government digital platforms, and frameworks

About the Role and Responsibilities

This Senior Project Officer position is focused on delivering a multi-agency electronic invoicing (eInvoicing) project based on the Pan-European Public Procurement Online (Peppol) standard, which is anticipated to involve approximately seven agencies, each managing their own project.



You will contribute through project coordination and stakeholder collaboration. This role works closely with internal stakeholders, development partners and other government agencies to implement eInvoicing in Western Australia. Part of your responsibilities will be to assist the Program Director and Business Analyst with the development of a business case and funding submission for expansion of eInvoicing to the rest of the WA Government at the completion of the current project by 30 June 2026.

Project Coordination and Support

- Provides support to and maintains a strategic focus related to implementing of eInvoicing and potentially other digital government services for Western Australia.
- Assist in the coordination and delivery of complex projects, supporting the Program Director and agency project managers in meeting key milestones and objectives.
- Help manage project budgets, resources and risks to ensure compliance with project plans and organisational standards.
- Prepare and provide detailed project reports, analyses and updates to management to inform decision-making and track project progress.

Stakeholder Engagement and Communication

- Facilitate effective communication and collaboration with stakeholders, maintaining strong working relationships across teams and external partners.
- Support the project team by organising meetings, documenting decisions and ensuring alignment among stakeholders on project goals and deliverables.

Strategic and Analytical Contribution

- Identify project-related issues and recommend strategic solutions using well-developed analytical and problem-solving skills.
- Conduct research and analysis to provide insights and innovative recommendations for project improvement and issue resolution.
- Support the development and implementation of the eInvoicing initiative, including contributing to business case preparation and analysis.

Planning and Organisational Excellence

- Prioritise tasks and adapt to changing project demands while meeting deadlines, leveraging strong planning and organisational skills.
- Maintain accurate project documentation and ensure efficient management of project resources and schedules.

Compliance and Quality Assurance

- Ensure project activities align with organisational standards, policies, and regulatory requirements.
- Monitor project quality and implement improvements to enhance the efficiency and impact of project outcomes.

Corporate Responsibilities

- Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the Work Health and Safety Act 2020.
- Undertakes other duties as required.

Work Related Capabilities (Selection Criteria)

1. Highly developed planning and organisational skills, enabling effective prioritisation and meeting of deadlines in a government ICT environment.
2. Ability to support the Program Director and agency project managers in delivering complex projects, assisting with daily project administration including budget, resource and risk management.
3. Strong strategic thinking, research and analytical skills, allowing the identification of issues, development of innovative solutions and provision of strategic recommendations to address project management challenges.
4. Excellent stakeholder engagement and communication skills, fostering effective collaboration and providing support for the program and agency project teams to ensure successful project delivery.

Pre-Employment Requirements

Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

Certification

Authorising Signature:



Date: 13/11/2024

People Services:



Date: 13/11/2024