**Job Description Form**

**Principal Project Officer**

**(S&P Early Years)**

**Position Details**

**Position Number:** Generic

**Classification:** Level 7

**Award/Agreement:** Public Sector Award and Agreement

**Organisational Unit:** Strategy and Partnerships / Strategy / Early Years

**Location:** Perth Metropolitan Area

**Classification Date:**

**Effective Date:** November 2024

**Reporting Relationships**

**This position reports to:**

Project Manager, 016902, Level 8

**Positions under Direct Supervision:**

This position may supervise a small team.

**About the Department**

The Department of Communities is Western Australia’s major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women’s interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

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

**About Strategy and Partnerships**

Strategy and Partnerships undertakes strategic policy, partnerships and sector stewardship functions. Strategy and Partnerships is responsible for critical strategic policy projects across the Ministerial portfolio areas of child protection, prevention of family and domestic violence, women’s interests, homelessness, disability services, seniors and ageing, elder abuse, volunteering, youth, and carers and grandcarers.

The purpose of the Strategy and Partnerships division is to deliver better social, economic and cultural outcomes for individuals, families and communities by:

• developing high-level, long-term strategies across multiple portfolios in partnership with internal and external stakeholders to guide service delivery and investment decisions;

• leading the strategic management of key external partnerships to ensure Communities maximises opportunities, collaborates purposefully and communicates effectively;

• operating strategic policy units for identified priority areas that drive capability across Communities and the Western Australian Government, deliver guidance and strategic oversight to key Portfolio matters, and are recognised widely for their expertise;

• delivering evidence-based policy and research to support sound decision making.

**Role Statement**

This position is responsible for the management of the planning, implementation, review and evaluation of the Project and associated Project resources, in line with core Project Management accountabilities and Communication strategies associated with the delivery of such Projects.

**Position Duties and Responsibilities**

**1. Project and Change Management**

1.1 Provides leadership and the management of strategies and initiatives related to implementing a wide range of assigned projects.

1.2 Manages organisational change activities for the allocated project directly, including developing and implementing change management objectives and plans.

1.3 Provides effective project and change planning, work allocation and performance management activities during the project lifecycle and beyond.

1.5 Undertakes a review of business processes, resource allocation and the establishment structure as scoped in the project plan/s.

1.7 Establishes and maintains effective stakeholder management with the project teams and relevant stakeholders, including identifying project impacts and desired engagement levels and addressing resistance.

1.8 Consults and negotiates with the business unit managers, project team/s, business stakeholders and external resources.

1.9 Provides regular project status reports and final reports containing recommendations and suggested implementation strategies to the Program Manager, project board, executives and other key identified stakeholders.

1.10 Plans and manages project resources including people, financial, physical and information resources to meet project obligations and objectives.

1.11 Provides expert advice to key stakeholders on the priorities, risks and implications, and remedial strategies.

1.12 Undertakes the regular reporting of progress to the project board.

**2. Leadership and Management**

2.1 Undertakes the management and leadership of project teams which may include managing multiple work groups.

2.2 Develops and mentors project resources, key staff and Stakeholders.

2.3 Monitors and ensures compliance with Government, Agency and Public Sector policy.

**3. General**

3.1 Assists in providing a fair, safe, enjoyable and innovative workplace and ensures good Human Resource Management and Risk Management principles are practiced in accordance with Departmental policies and guidelines.

3.2 Chairs committees by setting a clear purpose to achieve desired outcomes.

**Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

2. Actively participates in the Communities performance development process and pursues professional development opportunities.

3 Participates in emergency or critical event response management duties as required.

4. Undertakes other duties as required.

**Work Health and Safety Responsibilities**

**All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

**Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

**Essential Work-Related Requirements (Selection Criteria)**

Demonstrated the experience and ability for the following:

**1. Shaping and Managing Strategy**

• Demonstrated project management skills in complex, long-term transformational change projects with multiple partners.

• Demonstrated experience in managing complex governance structures in complex, long-term transformational change projects with multiple partners.

**2. Achieves Results**

• Manages people, physical and financial resources to achieve results.

**3. Building Productive Relationships**

• Nurtures internal and external relationships to achieve shared goals.

**4. Exemplifies Personal Integrity and Self Awareness**

• Demonstrated ability to model transparency, integrity and accountability.

• Engages with risk and shows personal courage.

• Displays courage, resilience and ability to deal with uncertainty.

**5. Communicating and Influencing Effectively**

• Engages with and influences stakeholders using high-level interpersonal skills.

• Listens, understands and adapts to audience.

• Articulates a sound rationale and negotiates desired outcomes.

**Desirable Work-Related Requirements (Selection Criteria)**

1. Experience in evaluation of complex projects

2. Understanding of early childhood development and the factors that enable children to thrive.

3. Knowledge of research methodologies suitable for community-based projects.

4. Experience working with communities of varied backgrounds, including cultural diversity.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

2. Flexibility to undertake intrastate travel and to stay overnight or for short periods.

3. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time-to-time production of the licence may be required upon request by the Department.