**Job Description Form**

**Principal Project Officer**

**Position Details**

**Position Number:** Generic

**Classification:** Level 7

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

**Organisational Unit:** Housing and Homelessness / Housing Delivery and Asset Maintenance / Major Projects and Complex Programs

**Location:** Perth Metropolitan Area

**Classification Date:**

**Effective Date:** November 2024

**Reporting Relationships**

**This position reports to:**

Program Manager, 015807, Level 8

**Positions under Direct Supervision:**

This position may supervise a small team and oversee project resources as required.

**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 the Housing and Homelessness Division**

The Housing and Homelessness Division, as part of the Department of Communities, is responsible for leading the policy, planning and delivery of land, housing and built-form construction activities of the agency. The Division also leads the key portfolios of Homelessness, Remote Communities and Government worker housing. It’s about more than building houses – it’s about creating vibrant and inclusive communities that meet the needs of all types of people and contribute to individual and community wellbeing.

Housing and Homelessness objectives are:

* delivering and maintaining dwellings and assets required to enable the Department of Communities to deliver services to those with housing related needs and support the Western Australian housing market;
* delivering *All Paths Lead to Home* Strategy and homelessness services;
* delivering aboriginal housing and remote communities’ assets and services;
* leading WA Government housing policy and planning for social and affordable housing; and
* creating and supporting diverse and inclusive communities.

**Role Statement**

The Priority Projects and Complex Programs directorate is responsible for overseeing the delivery of Communities’ Complex Programs and Asset Investment Program (AIP) including priority Infrastructure projects.

The directorate provides quality advice to Government regarding program delivery including time, cost and risk. The directorate is also responsible for program governance, communications and stakeholder engagement.

The Principal Project Officer’s role will provide whole of life project management across one or more projects or may be responsible for the delivery of a complex project. The position may lead or contribute to project initiation and business case development, funding submissions, community and stakeholder engagement, service design and commissioning, project monitoring, evaluation and close-out.

**Position Duties and Responsibilities**

**1. Project Management**

1.1 Develops, leads and manages a range of activities and initiatives in support of the Division’s objectives.

1.2 Coordinates and prepares reports, submissions, briefings, correspondence and advice to the Senior Executive, Ministerial Officers and project governance groups.

1.3 Develops and maintains relationships with key stakeholders to form strategic partnerships.

1.4 Coordinates, leads and manages detailed research, analysis and evaluations in support of the Division’s objectives.

1.5 Coordinates, leads and manages the design and commissioning of human services, informed by consultation with stakeholders including representatives from the not-for-profit sector, end-users and community members.

1.6 Contributes to the development, implementation and monitoring of the Division’s project performance, operational plans, programs and strategies.

1.7 Represents the Division on relevant internal and external Committees and Working Parties as required.

1.8 Represents the Department of Communities in negotiations, consultations and discussions with Government, industry, Not-for-Profit and community stakeholders to deliver improved outcomes.

1.9 Demonstrates a commitment to involving team members in decision making and empowers, motivates and develops the diverse talents of the workforce.

**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)**

1. Substantial experience and proven ability in project initiation and management, including the design, development, implementation and delivery within agreed timeframes and evaluation and review.

2. Highly developed conceptual, research, analytical and problem-solving skills, including the initiative and the ability to identify issues and remedies.

3. Experience in the design and commissioning of human services and/or policy and strategy development, including consultation, analysis and implementation.

4. Highly developed communication, interpersonal, negotiation and stakeholder engagement skills, with the ability to liaise at all levels and present ideas and tasks clearly and accurately.

5. Proven ability and experience in building and sustaining relationships, contributing to the achievement of project and team outcomes, individually and through collaboration and cooperation, motivating team members.

**Essential Eligibility Requirements / Special Appointment Requirements**

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

2. Ability to travel to regional or remote locations, including by light aircraft.