



Project Officer

Branch:	Strategic Transport Planning
Directorate:	Urban Mobility
Position Number:	00026590
Classification:	Level 5
Physical Location:	Perth (William Street)
Award/Agreement:	Public Service Award & Public Sector CSA Agreement 2022

Our Purpose: *Empowering a Thriving Community*

The Department of Transport (DoT) together with Main Roads WA and the Public Transport Authority forms the Transport portfolio. DoT seeks to connect people and places to keep Western Australia moving towards a safer, healthier and more sustainable future.

Our Values:

Collaboration	<i>Working together, we get things done</i>
Wellbeing	<i>Looking after ourselves and supporting others</i>
Adaptability	<i>Always open to possibilities</i>
Accountability	<i>Taking ownership, we deliver</i>

DoT promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DoT is a values-based organisation committed to empowering a thriving community. Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia.

Overview of Directorate

The Urban Mobility Directorate exists to provide integrated transport strategy, policy, planning and programs to optimise the current and future use of the transport network for moving people in cities and major centres.



Overall Purpose of the Role

Contributes to the delivery of integrated transport and land use planning solutions that achieve balanced transport outcomes in the Perth metropolitan area

Work Description

1. Generic program/project officer responsibilities

- 1.1 Research and investigate issues and/or develop and implement transport and land use studies, projects and initiatives.
- 1.2 Develop integrated transport plans.
- 1.3 Establish and maintain a network of key internal and external stakeholders to consult, facilitate and negotiate the development of information and support activities and projects that are aligned with strategic objectives.
- 1.4 Actively participate in project teams and/or relevant Urban Mobility teams and take a proactive approach to the achievement of team objectives.
- 1.5 Adopt agreed project management methodologies, principles and templates.
- 1.6 Prepare reports, briefings, project updates and other required written documentation.
- 1.7 As assigned by the Team/Project Lead, undertake other duties.

2. Role specific responsibilities

- 2.1 Coordinate and participate in the delivery of specific programs and/or projects that support the delivery of transport outcomes.
- 2.2 Manage relevant resources including project teams where required.
- 2.3 Contribute to the development, implementation and review of policies relating to relevant programs and projects.
- 2.4 Develop and maintain collaborative relationships across the various project teams, the Department, transport networks and other agencies.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

1. **Core Competencies (the occupant must be able to demonstrate the following capabilities, attributes and behaviours within the context of the position):**
 - 1.1 **Leadership**

Understands the strategic objectives of the business area and deliver on program/project outcomes that will achieve in meeting transport objectives.
 - 1.2 **Project Management Knowledge & Experience**

Undertakes and coordinates program/project management activities, working to agreed priorities, outcomes and resources and is responsive to changes.
 - 1.3 **Communication & Stakeholder Engagement**

Builds, establishes and maintains effective communication and relationships with a variety of individuals by liaising and engaging in a purposeful, concise and effective manner.
 - 1.4 **Results Delivery**

Clarifies work objectives and takes responsibility for managing the delivery of desired outcomes and transport objectives
 - 1.5 **Flexibility, Adaptability & Positivity**

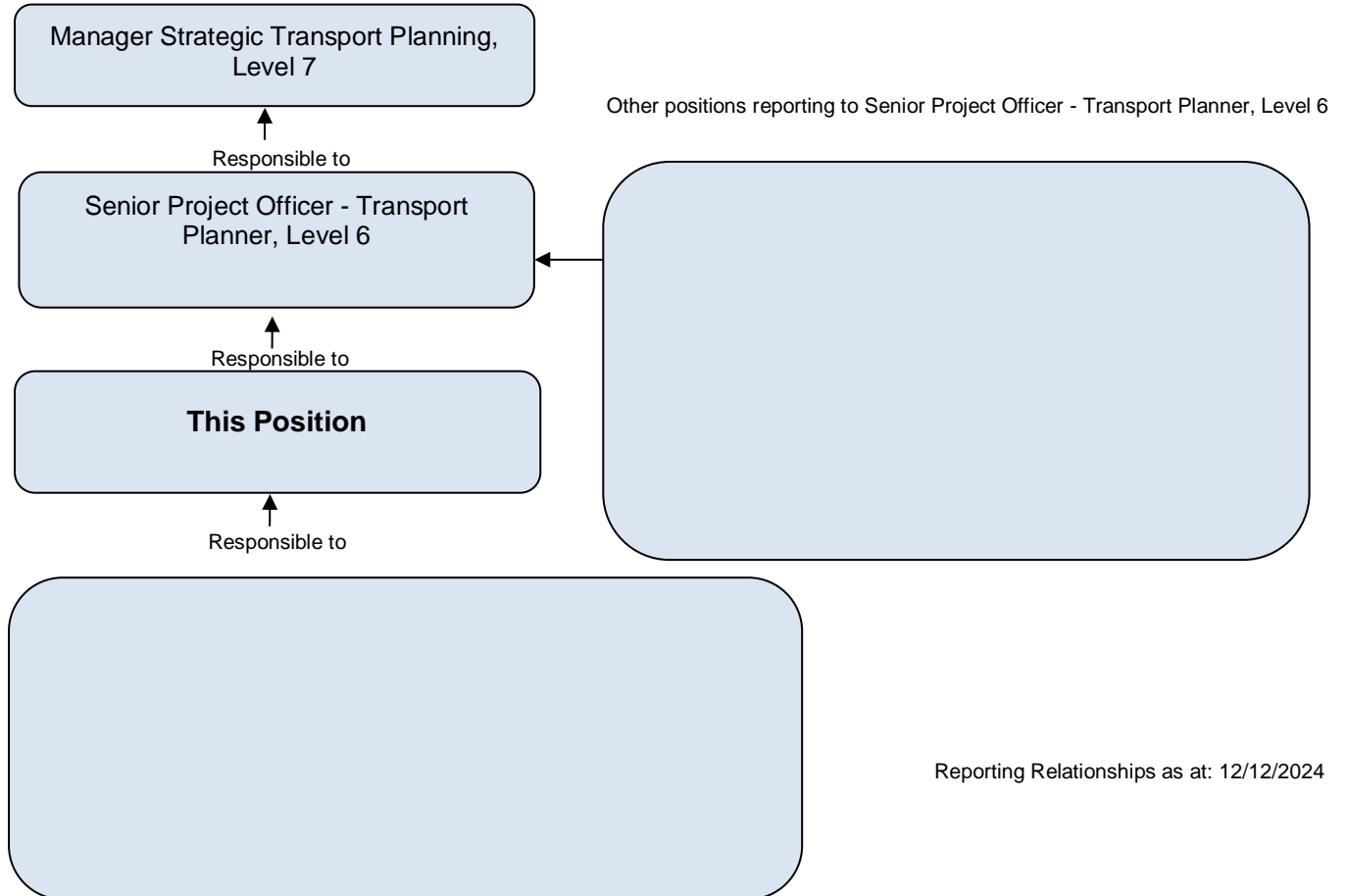
Be positive, flexible and adaptable to meet evolving business needs and takes responsibility for meeting objectives and progressing work.
2. **Technical Competencies (dependent on the specific expertise needed to deliver required project outcomes):**
 - 2.1 Integrated transport network planning knowledge/experience.
 - 2.2 Policy development knowledge/experience.
 - 2.3 Experience in written communication: report writing, briefing notes, agendas and minutes.
 - 2.4 Relevant Policy Development knowledge.

DESIRABLE:

A degree/qualification relevant to transport planning/urban and regional planning.



Reporting Relationships



Reporting Relationships as at: 12/12/2024

Allowances/Special Conditions

A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Executive Director
People and Culture**