Job Description Form – Project Officer

|  |  |  |  |
| --- | --- | --- | --- |
| **Position number:** | 16233 | **Classification:** | Level 4 |
| **Division:** | Regulatory Reform | **Branch/section:** | Regulatory Reform |
| **Reports to:** | 16023 – General Manager Licensing System Reform | **Direct reports:** | Nil |

## Position purpose

With some guidance and direction, positions at this level perform a broad range of assignments supporting the projects and programs of the area.

## Context

The Regulatory Reform team is responsible for overseeing the implementation of local government and liquor industry reforms across the sectors in line with government priorities and commitments. This includes extensive community, industry and government stakeholder consultation and engagement.

## Responsibilities

1. Undertakes system administrative activities to support the Regulatory Reform branch.
2. Maintains systems and resources to assist with the provision of divisional services and project administration.
3. Collects, compiles, inputs and analyses data from a variety of sources monitoring and analysing trends and issues.
4. Administer project funding contracts, ensuring compliance with contract conditions and reporting requirements, including processing contract payments, issuing contract variations, and issuing contract reporting reminders.
5. Assists team members with operational activities.
6. Contributes to initiatives to maximise operational efficiency and compliance.
7. Using various methodologies undertakes research, monitors and collects data, evaluates and analyses information to support development, procurement and implementation of systems such as the new Racing, Gaming and Liquor Licensing and Compliance Solution.
8. Develops and maintains systems for collecting and analysing data and information.
9. Responds to client information requirements clearly and effectively.
10. Liaises with and maintains a network of contacts to identify their key priorities, resolve issues and support Regulatory Reform outcomes.
11. Contributes to the development, management and delivery of project / program initiatives.
12. Adhere to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
13. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
14. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential

1. Demonstrated experience in project management.
2. Demonstrated understanding of the broader regulatory environment and issues impacting service delivery, achievement of performance standards and stakeholder perspective.
3. Demonstrated ability to develop and maintain productive relationships with a range of stakeholders to achieve objectives.
4. Sound organisational and prioritising skills with the ability to see tasks through to completion deadlines.
5. Demonstrated effective communication and interpersonal skills with the ability to educate, liaise, and negotiate with a diverse range of stakeholders.
6. Demonstrated ability to apply innovative thinking, conceptual and problem-solving skills to the development and implementation of improved work practices.

Desirable

1. Possession of or progress towards a qualification OR relevant experience in a similar role.
2. Good understanding of the roles, responsibilities and function of State government.

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context.

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.

|  |  |
| --- | --- |
| Registration date | Wednesday 12 February 2025 |