**Job Description Form**

**Senior Project Officer (Homelessness)**

**Position Details**

**Position Number:** 020274

**Classification:** Level 6

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

**Organisational Unit:** Community Services / Service Delivery / Goldfields Region

**Location:** Regional or Remote WA

**Classification Date:**

**Effective Date:** December 2024

**Reporting Relationships**

**This position reports to:**

Regional Manager, 015018, Level 8

**Positions under Direct Supervision:**

This position has no subordinates.

**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.

**Role Statement**

This Kalgoorlie-based position will support the planning, delivery and coordination of homelessness services in Kalgoorlie, including through:

* working with the Office of Homelessness to provide on-ground project support to undertake needs analysis, service mapping, community engagement, and market testing necessary for the commissioning of the homelessness services in Kalgoorlie, with a particular focus on engaging with Aboriginal Community-Controlled Organisations (ACCOs);
* supporting coordination between stakeholders in the homelessness service space, including the development and facilitation of a Rough Sleeper Coordination Group to coordinate allocation of housing and homelessness services.

**Position Duties and Responsibilities**

**1. Project Coordination and Support**

1.1 Supports multiple Project/Program Managers through the provision of professional advice and coordination to support project delivery and the successful achievement of project/program outcomes.

1.2 Sets up and manages project coordination functions to enable project delivery and contributes to planning, budgeting, resourcing, tracking, reporting, quality management and communication.

1.3 Ensures project management processes, project control frameworks and governance frameworks are in place and provides high level administration and support to the Project Managers and Project Boards.

1.4 Works closely with Principal Project Officer/Program Managers and wider teams to drive delivery against the plan and ensures the necessary cross-team, cross-program coordination takes place.

1.5 Establishes and maintains effective communication channels with project teams, internal and external clients, stakeholders and customers to ensure successful project/program outcomes.

1.6 Defines and manage project/program interdependencies, engaging and supporting the wider project teams and impacted stakeholders, managing issues as required.

1.7 Identifies and track the project/program critical path and work with teams to ensure key risks, issues and interdependencies are flagged, managed, and escalated within project/program.

1.8 Monitors and consolidates project/program deliverables, schedules and resources, tracks program critical path and project benefits and liaises with stakeholders to ensure project/program well placed to achieve outcomes.

1.9 Prepares detailed analysis project and consolidated program data, interpret and present findings to key stakeholders.

1.10 Prepares consolidated reporting for the Project Board, management and stakeholders, including milestone summary, key issues, risks, benefits and summary of costs incurred.

1.11 Contributes to the development, implementation and continuous improvement of project management policies, procedures, templates and tools, and ensures adherence with project governance methodology, frameworks and standards across all projects.

1.12 Delivers and maintains key project documentation and manages document and version control for allocated projects including schedules, plans, registers, change requests, project status reports and financial tracking.

1.13 Coordinates contracts associated with projects to ensure contractual requirements are met.

**2. Stakeholder Engagement**

2.1 Develops and maintain productive working relationships with relevant internal and external stakeholders.

2.2 Organises and facilitates meetings and events as required.

2.3 Encourages and facilitates collaboration, connection and coordination of information, approach and responses supporting capacity building and collective impact approaches.

2.4 Represents the Department on relevant forums, committee, reviews and working groups as required.

**3. Other**

3.1 Promotes a high standard of Equal Opportunity, Work Health and Safety, and ethical principles/practices in all aspects of this role.

**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. Considerable experience in project management, including the ability to deliver agreed outcomes within specified timeframes.

2. Well-developed conceptual, research, analytical and problem-solving skills, including initiative and the ability to identify issues and develop and implement solutions.

3. Experience in policy and strategy development, including its’ analysis and implementation.

4. Well-developed communication, interpersonal and negotiation skills, with the ability to liaise with stakeholders at all levels.

5. Experience in contributing to the achievement of project outcomes and motivating teams.

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

1. Understanding of Aboriginal culture and issues.

**Essential Eligibility Requirements / Special Appointment Requirements**

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