



Position Description

Position Title:	Senior Project Officer (Regional)	Classification Level:	5
Position Number:	Generic	Reports to:	Senior Project Manager (Regional), Level 7
Directorate:	Buildings and Contracts	Supervises:	0 FTE
Branch/Section:	Regional Operations	Location:	Regional



Empathy Collaboration Growth Clarity

Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values: **Clarity, Empathy, Collaboration** and **Growth**.

Role Summary

The Senior Project Officer position assists Senior Project Managers on a range of non-residential building projects including hospitals and medical facilities, schools and TAFE colleges, police stations, fire stations and State Emergency Service bases, sports facilities, cultural venues and a range of other building types.

The position is responsible for managing project outcomes and project management of low to medium value and risk and complexity projects inclusive of management of contracts, contractors and consultants, as well as a wide range of minor works and maintenance activities in regional and remote communities. It contributes to project teams of public and private sector professionals to plan and deliver projects for government, including working closely with local industry and regional client agencies to promote whole-of-government policies and objectives.

Responsibilities

- Advocate for regional interests, including whole-of-government objectives in relation to local and Aboriginal business engagement.
- Responsible for project outcomes and delivery by undertaking project management of low to medium value, risk and complexity projects and programs, including minor works and maintenance programs in regional and remote communities.
- Undertake project management activities including preparation of project plans, processing payment claims and variations, reporting on the financial status and progress of projects,



preparation of tender documents and assessment reports, and address project scope, time, cost, quality, human resources, communications, risk, contractual and project integration issues.

- Responsible for the project management of business improvement projects.
- Contribute to project teams of in house and private sector professionals to plan or deliver projects for government. This may include supervision of Project Officers or other support staff.
- Manage and administer project management systems and the maintenance of information.
- Provide advice on project management issues, and report to client agencies.
- Coordinate and participate in supplier selection processes.
- Award contracts within delegation and make recommendations for contract awards.
- Complete due diligence assessments.
- Manage contracts, contractors and consultants to ensure that projects, minor works and maintenance activities are delivered in line with departmental and government objectives, and completed to approved scope, budget, time and quality.
- Evaluate contractor and consultant performance and prepare performance reports.
- Provide advice on contract management issues.
- Assist with dispute resolution processes to resolve problems and issues associated with contractual disputes and the implementation of government policies.
- Demonstrate Finance's values in all interactions to contribute towards an innovative, customer focused, high-performing and values-led organisational culture.
- Demonstrate the expected leadership behaviours and mindsets in the context of Personal Leadership.
- Perform other duties as required.

Essential Requirements

- Good project management skills, with experience delivering low to medium value and risk, non-residential building projects and programs in a regional and remote context.
- Good knowledge of, and experience in tendering, procurement, and contracting procedures.
- Well-developed communication, interpersonal and negotiation skills, with ability to liaise and deliver a customer-centric service.

Desirable Requirements

- Experience in the building or construction industry.
- Some knowledge of Government procurement policies, practices and standards.
- Possession of, or progress towards a relevant tertiary or trade qualification(s) in a building related discipline, project management, procurement or similar.

Leadership Context

We believe all our people are leaders. We consider leadership to be critical to the success of Finance and the public sector and, to support this, we have adopted **Leadership Expectations**. This role operates in **Personal Leadership** context. It is essential that you demonstrate the expected behaviours in the context of the role (additional detail provided in separate attachment).

- **Lead collectively:** Seek and build key relationships, work together, and focus on the greater good.
- **Think through complexity:** Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.



- **Dynamically sense the environment:** Be in tune with the political, social, and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.
- **Deliver on high leverage areas:** Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
- **Build capability:** Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.
- **Embody the spirit of Public Service:** Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interest of the public good.
- **Lead adaptively:** Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.

Pre-employment requirements

Australian Permanent Residency is a minimum requirement for permanent appointment to the WA Public Sector. For a fixed term contract or casual appointments, applicants require a valid Work Visa for the duration of the entire term.

Appointment is subject to 100 point identification check and Criminal Records Screening clearance.

Special equipment/requirements

Current driver's license (or willingness to obtain) including use of 4WD vehicles. Ability to travel by car or plane (including light aircraft) throughout regional and remote locations including overnight stays. This position may require tasks to be performed at several locations within the prescribed town.

Certification

Verified by: K.Pallotta, HR Consultant, May 2025

Classification Evaluation Date: November 2019

