



Job Description Form

Project Officer, Level 3 (DPC19051)

19 February 2025

Division/Directorate: State Services

Reports to: Manager Ministerial
Support Unit

Branch/Section: Ministerial Support Unit

Supervises: Nil

Location: West Perth

Our vision is to lead a connected government that delivers a brighter future for Western Australians.

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and State Services.

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.

Our values, *Leadership, Connection and Impact*, underpin the way we work.

Our People Services directorate is at the heart of our Department. They focus on providing a wide range of critical services and functions including Payroll; Human Resources; Organisational Development; Ministerial Support, Parliamentary Electorate Office support, People programs, and initiatives that support our people to thrive and enable the Department to improve outcomes for the community. The division operates at whole-of-agency level and works across projects that target organisational capability and revolutionises service delivery for our people.

About the Role and Responsibilities

This position assists the Ministerial Air Charter Coordinator in providing a comprehensive administrative and advisory service on ministerial air charter services to ministerial offices.

Your enthusiasm to provide customer focussed outcomes along with excellent attention to detail, will see you become an integral part of our team.



Role Responsibilities

- Assists the Ministerial Air Charter Coordinator in the day-to-day operational management of the Department's ministerial air charter services to ministerial offices.
- Liaise with ministerial office staff and service providers to provide advice and problem solving regarding ministerial air charter issues.
- Assists in interpreting and administering policy guidelines on ministerial air charter services.
- Assists in the preparation of information for draft responses to Parliamentary Questions relating to ministerial air charter services.
- Maintains a database of all air charter flights undertaken.
- Maintains a database of repairs and maintenance undertaken on aircraft under the primary contract.
- Assists in the preparation of management reports on ministerial air charter services.
- Assists in the processing of invoices relating to operational costs for aircraft, maintenance contracts, pilot training and CASA requirements.
- Creates and maintains finance and contract related files.
- Provides administrative support to the branch.
- Performs other duties, as required.

Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the Work Health and Safety Act 2020.

Work Related Capabilities (Selection Criteria)

Essential

1. Well-developed written, oral communications and interpersonal skills including the ability to liaise, negotiate and establish relationships with key stakeholders and customers at all levels.
2. Demonstrated experience to prepare and maintain diaries, schedules and record management systems.
3. Ability to prioritise, coordinate activities and meet deadlines as well as experience dealing with issues of sensitivity and confidentiality.
4. Ability to contribute to and work as part of a team.
5. Demonstrated experience in the use of Microsoft Office applications.



Desirable

1. Knowledge and understanding of Government processes.

Pre-Employment Requirements

For permanent appointments you must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

Certification

Authorising Signature:

Maheer

People Services:

Date:

31 March 2025

Date: