# Job Description Form – Project Officer

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| **Position number:** | Generic | **Classification:** | Level 5 |
| **Division:** | Infrastructure | **Branch/section:** | Infrastructure |
| **Reports to:** | Various | **Direct reports:** | Nil |

## Position details

## Position purpose

Provide timely project management support services to the Infrastructure Division. They ensure that projects are managed effectively by working with the project team to deliver cultural and sporting infrastructure projects on behalf of the DLGSC as the client agency. They liaise with stakeholders both internal and external to government, develop project documents, and provide administrative support for the project team, project governance groups, and contract and procurement activities. The Project Officer must adapt and respond effectively to a dynamic and fast paced environment.

## Context

The Infrastructure team develops and manages infrastructure programs and projects. It ensures Western Australia’s cultural, arts, sporting and recreation infrastructure are well planned, designed and managed to meet community needs in line with Department of Local Government, Sport and Cultural Industries’ strategic objectives.

## Responsibilities

1. Supports delivery of infrastructure projects, including preparation of project plans, procurement documentation, evaluation plans, contract administration and project support services for a range of projects relating to the planning, development, delivery and operation of sport, recreation, community and creative industries infrastructure.
2. Undertakes research, stakeholder liaison, planning and policy as directed.
3. Undertakes project and program evaluation and review.
4. Represents the Infrastructure Division on working groups, committees and other forums as required.
5. Prepares briefing notes, ministerial correspondence and other written material.
6. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
7. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
8. 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 supporting infrastructure or similar projects with a sound knowledge of project management principles and techniques.
2. Draws on information from a range of sources, uses judgement to analyse, works within agreed guidelines to make decisions and incorporates outcomes into work plans.
3. Demonstrates flexibility and copes with day-to-day changes in priorities.
4. Builds and maintains strong relationships with stakeholders, team members, other teams, colleagues and clients.
5. Well-developed accountability skills to ensure the completion of work tasks within set time frames and ability to show initiative in progressing tasks when necessary.
6. Presents messages confidently and selects the appropriate medium for conveying information, tailored to the audience’s level of knowledge, skill and experience.

## 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.

## Special Conditions

Other conditions specific to this role are:

* Ability and willingness to undertake travel for business needs

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| Registration date | 23 April 2025 |