# Job Description Form – Senior Project Officer

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| **Position number:** | 16810 | **Classification:** | Level 6 |
| **Division:** | Creative Industries | **Branch/section:** | Industry Partnerships and Development |
| **Reports to:** | 13738 – Director  | **Direct reports:** | Nil |

## Position details

## Position purpose

The Senior Project Officer will work with other Government departments and the arts sector to deliver projects, partnerships and agreements for the Industry Partnerships and Development team. The position will coordinate and monitor implementation, develop and maintain partnerships and inform strategic planning and processes within CITS. This position is responsible for leading the implementation of strategic projects and initiatives, including the Kids Access All Areas Voucher program election commitment.

## Context

The Creative Industries team supports a thriving WA art, cultural and creative sector and promotes participation and achievement in culture and the arts. The team works to highlight the social and economic benefits to the community from the creation of, and engagement in, high-quality arts experiences, including increased wellbeing and connection. We support these activities through grants and investment programs, research and policy development. Through recognising the importance of sharing Western Australia’s unique stories and cultures, including those of First Nations peoples, we make our communities richer, more vibrant and more engaged.

## Responsibilities

1. Develops knowledge and awareness of cross-government policies and programs that impact on the cultural sector to achieve the CITS’s objectives and outcomes.
2. Develops and implements culture and arts policy and program initiatives particularly in the areas of young people and the art access programs.
3. Liaises with State and Commonwealth Government departments; the private sector; and the arts and culture sector to develop proposals for cultural sector.
4. Undertakes research and consultation as required interpreting information to assist in policy and program development and evaluation.
5. Develops and maintains partnerships and effective working relationships across the government and cultural sectors.
6. Acts as Executive Officer to policy working parties/committees as required.
7. Prepares Ministerial correspondence, speeches, briefing notes and papers as required.
8. Arranges and coordinates briefings for the Minister’s regional travel.
9. Contributes to the development, implementation and evaluation of relevant operational and project plans.
10. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
11. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
12. Perform any other duties as assigned or necessary to support the objectives of CITS.

## 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 knowledge of current trends and issues in the arts, culture and creative industries and/or events industry.
2. Demonstrated experience in project management including project planning, development, implementation and evaluation, with the ability to achieve project outcomes in tight timeframes.
3. Demonstrated experience in the provision of advice and information including preparation of high level reports, plans, budgets, and correspondence.
4. Demonstrated experience research, analysis and problem solving including the use of data analysis tools.
5. Demonstrated ability to engage with a variety of internal and external stakeholders including other senior staff in public and private sector organisations.

## Desirable

1. Demonstrated experience effectively and sensitively communicating with diverse customer groups.
2. Demonstrated knowledge of ticketing and customer relationship management systems and approaches.

## 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:

* Working with Children Check
* Ability and willingness to undertake travel for business needs

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| Registration date | 28 July 2025 |