



Job Description Form

Project Officer KIT Technology

Technology Branch

Position details

Classification Level: 5

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement
(and subsequent agreement/s)

Position Status: Temporary

Organisation Unit: Corporate Services, Knowledge Information and Technology

Physical Location: Perth CBD

Reporting relationships

Responsible to: 022072 Program Director ICT Projects – Level 8

This position: 023171, 023278, 023279 Project Officer - Level 5

Direct reports: NIL

Overview of the position

The Technology Branch plays a key role in managing the Department's information assets. The branch is responsible for setting business rules and governance frameworks to ensure that technological solutions are complimentary, aligned with departmental strategic objectives and provide information that is reliable, properly described, secured and readily available to inform decisions.

The Project Officer will coordinate key projects within the branch to develop and implement business and technology solutions. The position holder will undertake business analysis services to support the implementation of improvements and solutions.

Job description

As part of the Technology Branch, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions.
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity.

- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Plans, undertakes and coordinates information and communications technology (ICT) projects including finance management and the development of processes to address business needs and resolve issues.
- Liaises with business areas and stakeholders to provide business support, advice and solutions in regards to information services and technology solutions.
- Provides support to senior team members to ensure effective service delivery.
- Undertakes data and information analysis to identify issues in order to develop business solutions and strategies.
- Undertakes testing and maintains test data to troubleshoot issues and defects
- Analyses business needs to ensure ICT developments are in line with business priorities and satisfy business requirements.
- Assists in the identification, capture and analysis of business requirements to support ICT improvement initiatives.
- Works with technical staff and shares knowledge of business processes and requirements.
- Supports the operation of the branch through monitoring of emerging issues and trends and undertaking research and analysis to prepare reports, memos, briefing notes and other documents as required.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

Job related requirements

In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Demonstrated good project management skills including the ability to successfully plan, organise and deliver projects to agreed timeframes within an information and communications technology (ICT) context.
- Demonstrated ability to identify, capture and analyse business requirements to support ICT improvement initiatives.
- Excellent written, oral and interpersonal communication skills including the ability to work with a wide range of people at different levels of an organisation and prepare extensive written reports.
- Demonstrated good analysis skills to conduct research and analysis in order to contribute towards the development of practical and innovative solutions to foster business improvement, including documenting business processes and requirements.
- Knowledge of change management principles and processes.

Special requirements/equipment

Nil

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Executive Director Corporate Services

Signature: _____ Date: Feb 2025

HR certification date: June 2025