



# Job Description Form

## Senior Project Officer KIT

### Technology Branch

#### Position details

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Classification Level: 6

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

Position Status: Temporary

Organisation Unit: Corporate Services

Physical Location: Perth CBD

#### Reporting relationships

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Responsible to: 022072 Program Director ICT Projects – Level 8

**This position: 023172, 023276, 023277 Senior Project Officer - Level 6**

Direct reports: NIL

#### Overview of the position

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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 strategic goals and provide information that is reliable, properly described, secured and readily available to inform decisions.

The Senior Project Officer is responsible for managing various complex projects including business modelling and analysis of performance information and data in order to develop and implement business and technology solutions.

#### Job description

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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**

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- Scopes, plans and manages complex projects to deliver project outcomes aligned to strategic frameworks, plans and agreed timeframes and budgetary constraints.
- Formulates budgets and performs financial modelling and forecasts in relation to project management.
- Provides support, consultative advice and recommendations to key stakeholders in relation to online communications, information services and technology systems across the Division/Department to promote best practice.
- Develops and implements performance indicators to identify areas for business improvement
- Undertakes complex testing, research and critical analysis to provide interpretation of data in relation to the performance indicators.
- Liaises with key stakeholders to coordinate the change management process
- Prepares and presents comprehensive reports, memos, briefing notes and other documents for key stakeholders and various committees.
- 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.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

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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, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and

issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

### **Achieve Results**

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, determine appropriate actions despite a lack of clarity, focus on quality, adhere to current procedures and manage projects to completion within a set timeframe 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, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

### **Exemplifies Personal Integrity and Self-Awareness**

A demonstrated high level of; personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

### **Communicates and Influences Effectively**

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

### **Role Specific Criteria**

- Demonstrated experience managing information and communication technology (ICT) projects to agreed outcomes, timeframes and budgetary constraints.
- 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.
- High level of problem solving, research and analytical skills in the context of the development and implementation of information and technology services and business solutions.
- Experience providing consultation and coordination of change management processes.

### **Special requirements/equipment**

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Nil

### **Certification**

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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: February 2025

HR certification date: June 2025