



## Project Officer

Position Number:	101818	Portfolio:	Climate and Sustainability
Classification:	Level 5	Reports to:	Principal Policy Officer
Location:	Joondalup	Direct Reports:	Nil

## Description

*Nature Planning branch (the Branch) delivers landscape-scale mapping, data, and policy advice to support informed government decision-making and promote sustainable development across Western Australia. This position supports the Branch to deliver priority projects for DWER using a high level of initiative, communication, and coordination skills and works collaboratively with technical experts, stakeholders and decision-makers to deliver project outcomes.*

## Responsibilities

*In context of above description, the role:*

- Supports delivery of projects, including project scheduling, risk management, delivery of tasks and provision of high quality draft products
- Provides executive and secretarial support and assists with the coordination of committees, networking and working groups relevant to the Branch
- Participates in across agency and across Government project teams with the ability to understand the issues facing different decision-makers in different areas
- Works alongside senior Departmental staff and external stakeholders to collaboratively capture issues and information and negotiate and develop solutions with others
- Researches information such as legislation, policy, initiatives and data (including spatial data) used in other agencies or jurisdictions to assess the applicability of these aspects to projects within DWER
- Prepares briefing notes, ministerial replies, reports, and other documents relating to specific Branch deliverables
- Liaises with other government agencies to obtain information and seek contributions to mutually desired outcomes
- Represents the Division/Directorate as required at various interagency forums in consultations and negotiations
- Provides effective and efficient stakeholder management
- Manages records and information systems
- Delivers timely and quality outputs, in line with project plan expectations, with limited guidance
- Undertaking additional duties within the skill and scope of position capabilities and departmental needs.



## Our people, our leaders, our values

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At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Personal Leader](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

**We serve to make a difference | We build trust | We care | Open minds | Better together**

## Work Related Requirements

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*Read these requirements in context of the above contents.*

1. You have demonstrated skills and experience in leading and delivering successful projects, using within required timeframes (*you deliver on high-leverage areas*).
2. You have well-developed conceptual and analytical skills, enabling you to make informed, evidence-based decisions (*you think through complexity*).
3. You have high-level written and oral communication skills, with the ability to translate complex concepts into clear, accessible information (*you lead collectively*).
4. You demonstrate a strong commitment to teamwork, using well-developed interpersonal, liaison, and negotiation skills to build constructive relationships and collaborate effectively with a diverse range of stakeholders (*you lead collectively*).
5. You have demonstrated ability to lead and manage changing organisational priorities, (*you lead adaptively*).

### Desirable

6. Relevant tertiary qualifications and/or an equivalent level of skills, knowledge and experience.
7. Experience using GIS, geospatial information and/or remote sensing data and systems for the management of natural resources and/or the environment will be considered favourably but is not essential.

## Special Requirements

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- The department will conduct a national police check before offering employment.