



Senior Project Officer - Governance

Position Number:	101819	Portfolio:	Strategy and Performance
Classification:	Level 6	Reports to:	Assistant Director, Governance
Location:	Joondalup	Direct Reports:	Risk and Audit, L8 Nil

Description

The Senior Project Officer – Governance, plays a pivotal role in strengthening the Department's corporate governance framework and ensuring compliance with best practice standards. This position is responsible for leading and supporting strategic projects that enhance governance structures, policy frameworks, and accountability mechanisms across the organisation.

Operating within the Strategy and Performance portfolio, the role provides expert advice and practical solutions to improve governance processes, mitigate risks, and uphold integrity throughout departmental operations. The Senior Project Officer will work collaboratively with internal stakeholders to design, implement, and monitor governance initiatives that align with legislative requirements, organisational objectives, and public sector ethical standards.

In addition, the role ensures that business units receive timely, accurate, and practical support to meet governance obligations and operational objectives. The position also fosters enhanced collaboration between governance and operational teams to achieve organisational priorities.

Responsibilities

In context of above description, the role:

- Supporting the revision of the Department's corporate governance framework, specifically:
 - Developing the framework for the governance of entities and committees at the Department.
 - Revising the framework for the Department's policies.
- Monitoring and supporting the continuous improvement of the agency's corporate governance mechanisms
- Promoting integrity and accountable and ethical behaviour through the development of policies, processes and systems that embody good governance principles.
- Actively participating in a high performing work environment and culture that empowers, motivates, and develops staff.
- Provide business support services that enable effective governance, operational delivery, and strategic outcomes across the organisation.
- Assist business units to identify opportunities for process improvement and deliver solutions that enhance efficiency and compliance.
- Deliver high-quality advice and support to ensure business operations align with governance frameworks, policies, and legislative requirements.
- Applying the guidelines and principles of the Western Australian Public Sector Code of Ethics and the Department's Code of Conduct within a framework of high ethical standards and behaviour.
- Performing duties in accordance with departmental policies, procedures, and relevant public sector legislation.
- Applying relevant safety procedures/guidelines and equal opportunity principles to work performance.



- Additional duties as required within the skill and scope of position capabilities and departmental needs.

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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.

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Work Related Requirements

Read these requirements in context of the above contents.

1. You have considerable knowledge and experience in projects and the ability to work with cross-functional teams to deliver outcomes within defined criteria (*you think through complexity*).
2. You have knowledge of, or experience in, corporate governance (*you deliver on high leverage areas*).
3. You have demonstrated ability to develop, review, and update policies and procedures that align with legal and regulatory requirements and promotes best practices (*you dynamically sense the environment*).
4. You have well-developed interpersonal skills and the ability to build and maintain cooperative, productive, and trusted stakeholder relationships (*you build capability*).
5. You have well-developed communication skills and the ability to present information confidently, clearly, and succinctly, both verbally and in writing, and listen openly to differing ideas and influences based on a strong grasp of the key issues (*you build capability*).

Desirable

6. Qualifications and/or formal training in areas relevant to the responsibilities of the position including governance, risk management, or project management.

Special Requirements

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