



Job Description Form

Senior Project Officer

Position Number:	101900	Portfolio:	Climate and Sustainability
Classification:	Level 6	Reports to:	Program Manager, Level 7
Location:	Joondalup	Direct Reports:	Nil

Description

The Senior Project Officer supports the delivery of strategic programs and projects, contributing to organisational priorities within a dynamic policy and program environment. The role involves managing complex project components, supporting planning, delivery, and performance monitoring to achieve high-quality outcomes.

The position contributes to the development and improvement of policy and program settings, including reporting and evaluation activities. Strong collaboration is essential, with the role engaging stakeholders across government, industry, and the community to support effective, coordinated outcomes.

Responsibilities

In context of above description, the role:

- Lead and support projects through all stages of delivery, including scheduling, risk management, task allocation, quality assurance and benefits realisation, while supporting senior project managers where required.
- Undertaking and leading complex analysis of problems and solutions developing the evidence base, testing options, and recommending sound and reasoned solutions.
- Leading and participating across agency and Government project teams with the ability to understand issues facing different decision makers in different areas.
- Build and maintain productive relationships with external stakeholders to collaboratively identify issues, share information and design practical solutions.
- Inquiring into the status quo solutions and testing for innovative and more efficient and effective methods of delivering outcomes.
- Draft high-quality Ministerial advice and correspondence that is clear, accurate, timely and aligned with government priorities.
- Scoping and managing contracts and budgets associated with projects to ensure that contract requirements are met.
- Managing own workload in line with project plan expectations to deliver timely and quality outputs with limited guidance from managers.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.



Our people, our leaders, our values

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

Read these requirements in context of the above contents.

Essential

- You have highly developed written and oral communication skills, with the ability to prepare clear, accurate and timely policy and project advice, briefings, reports and correspondence, and communicate complex information effectively to diverse audiences (you dynamically sense the environment).
- You have the ability to manage changing priorities and maintain focus on agreed outcomes, demonstrating flexibility and resilience in delivering results that align with key operational objectives and stakeholder expectations (you deliver on high leverage areas).
- You have considerable project management skills and experience, including the ability to lead multidisciplinary project teams and effectively manage contracts and work programs to deliver agreed outcomes (you lead adaptively).
- You have the ability to collaboratively identify, analyse and develop practical and innovative solutions to complex problems requiring a strategic or policy response (you think through complexity).
- You have well-developed stakeholder engagement and relationship management skills, with the ability to build productive partnerships, influence decision-making and negotiate effective outcomes with internal and external stakeholders (you lead collectively).

Desirable

- Tertiary qualifications in project management or other relevant discipline and/or relevant work experience.

Special requirements

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