

# POSITION DESCRIPTION

POSITION DETAILS	
Position Title	Project Officer
Hours/Fortnight	0.4FTE (30 hours)
Classification	SCHADS Level 4/5
Location	West Perth
Reports to	Office Coordinator
Supervision of	Nil
Date Effective	March 2024 – October 2025
ORGANISATIONAL OVERVIEW	
	<p>The Centre for Women's Safety and Wellbeing (CWSW) is the leading voice for women and children affected by gender-based violence in Western Australia. CWSW is an independent organisation and the peak representative body for women's specialist domestic and family violence, community-based women's health, and sexual assault services in Western Australia. CWSW works with governments, peak bodies, community, and private organisations to prevent violence against women, promote women's health, advance gender equity, and to ensure that women's voices are integral to policy, legislation, and services. CWSW takes an intersectional approach that recognises the multiple forms of discrimination many women face, so that responses to these issues address the particular and diverse needs of women.</p>
POSITION OVERVIEW	
	<p>The Centre for Women's Safety and Wellbeing (CWSW) has managed the administration of 'Changing Gears – Women Behind the Wheel' (the Project) since November 2021, via the disbursement of funding for costs associated with obtaining a provisional driver's license for women engaged with a service facilitating their recovery from domestic and family violence. The aim of the Project is to support the independence of victim-survivors. The Project is part of the McGowan Government's commitment to improving outcomes for victim survivors of domestic and family violence through the Supporting Survivors package.</p> <p>The primary role of the Project Officer is to be responsible for the timely assessment of applications and disbursement of funds in accordance with CWSW procedures. This includes accurate record keeping of financial data and data collected to analyse and evaluate the success of the project.</p>
KEY RESPONSIBILITIES	
Strategy and leadership	<ul style="list-style-type: none"> <li>Actively support CWSW culture and values, adhering to CWSW's values in internal activity and when representing the organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure all work undertaken in the role contributes positively and consistently to the achievement of the relevant operational plans and strategic objectives.</li> <li>• Participate in organisational development and planning initiatives.</li> </ul>
<b>Operations and Reporting</b>	<ul style="list-style-type: none"> <li>• Timely assessment and processing of all Changing Gears applications in accordance with CWSW procedures, and the projects funding grant agreement.</li> <li>• Ensure all required information is accurately captured and recorded.</li> <li>• All internal and external correspondence related to the project.</li> <li>• Preparation of progress reports</li> <li>• Provide monthly reports on key activities to line manager.</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Working under the general direction of the Office Coordinator to ensure accurate records are kept in accordance with the terms and conditions outlined in the funding agreement.</li> <li>• Liaise with the Finance Officer to ensure an accurate acquittal of the funding grant.</li> </ul>
<b>Risk and Compliance</b>	<ul style="list-style-type: none"> <li>• Participate in the Performance Development process, including regular review of individual workplace performance and strengths against the accountabilities and performance objectives associated with the role.</li> <li>• Ensuring all external communications are aligned with CWSW communications guide.</li> </ul>
<b>Organisational Expectations</b>	<ul style="list-style-type: none"> <li>• At all times abide by the policies and procedures of CWSW.</li> <li>• Contribute positively to promoting a culture of health, safety and wellness for employees and students at CWSW.</li> <li>• Ensure workplace behaviour is consistent with the organisation's Code of Ethical Behaviour and Core Values.</li> <li>• Perform responsibilities in a manner that reflects, and responds to, a focus on continuous quality improvement.</li> <li>• Contribute to the efficient and effective functioning of the team to meet organisational objectives. This may include covering responsibilities outside the project officer role because, as the team is small, staff are required to work flexibly to meet the demands on the organisation.</li> </ul>

SELECTION CRITERIA	
<b>Essential Criteria</b>	<ul style="list-style-type: none"> <li>• Experience in the domestic and family violence services sector and not-for-profit sector.</li> <li>• Understanding and experience using a trauma-informed approach within service delivery.</li> <li>• Experience maintaining a budget.</li> <li>• Strong interpersonal skills and evidence of working collaboratively with a range of stakeholders to achieve outcomes.</li> <li>• Experience with Microsoft 365, including strong Excel skills, and SharePoint.</li> <li>• Strong organisational, time management and planning skills, including ability to meet deadlines, establish priorities and work under pressure.</li> <li>• Highly organised and self-motivated, with the ability to work in a fast paced and challenging work environment, managing competing priorities and deadlines.</li> <li>• Commitment to the values and objectives of the Centre for Women's Safety and Wellbeing.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience working within the guidelines of State Government funded projects.</li> </ul>
ADDITIONAL INFORMATION	
<b>Work Health and Safety</b>	All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve work health and safety.
<b>Police Check</b>	A national police clearance, not older than 6 months, is required as part of the recruitment process.
<b>Vaccination</b>	COVID-19 vaccination is required in accordance with the Centre for Women's Safety and Wellbeing COVID-19 Vaccination Policy.