# JOB DESCRIPTION FORM

**Section 1 - Office Identification**

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|---|---|
| | Effective Date of Document: 05.11.2026 |

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| Organisation: CPSU/CSA | Classification: L5 / Office No: |
| Division: Secretariat | Title: Project Officer |
| | Salaries Agreement/Award: CPSU/CSA STAFF AGREEMENT |

**Section 2 - Reporting Relationships**

Title: Branch/General Secretary

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Responsible to

Title: Branch Assistant Secretary

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Responsible to

This Office

Other Offices Reporting directly to this office.
Title and Classification:

Executive Officer L4

Regional Organiser L5

Offices under direct responsibility

| Title: | Classification | Nos of FTE's Supervised and Controlled |
|---|---|---|
| N/A | | |

**Section 3 – Our Union, Vision & Values**

The Community & Public Sector Union SPSF Group (WA Branch)/Civil Service Association of WA (Inc). The CPSU/CSA is the State Public Sector Union of WA.

**Vision:**
Building a powerful union for CPSUCSA members

**Purpose:**

Uniting public sector workers to build powerful union workplaces, fair working conditions and strong public services.

Our unity, our power, our public services.

**Values:**

Integrity - We act with transparency and accountability, and always in the collective interests of members

Respect - We celebrate diversity, genuinely listen to each individual voice, and treat all people with respect and dignity

Justice - We pursue fair and just treatment for people

Solidarity - We support and stand with others in their struggle for justice.

Equity - We address imbalances of power.

**Section 4 - Position Summary**

The Project Officer is responsible for coordinating and delivering the Psychosocial Safety in Practice: A WHS Risk Capability Program for WA Public Sector Workers.

Working within approved project plans, governance arrangements, funding requirements and organisational priorities, the role contributes to the development, implementation, monitoring and continuous improvement of project activities and deliverables.

The role adapts, develops and delivers learning resources, workplace tools, training and capability-building activities, supports stakeholder engagement and consultation processes, actively contributes to monitoring and evaluation activities and assists in ensuring project outcomes are practical, evidence-informed and transferable across Western Australian public sector workplaces.

**Section 5 – Position Scope & Key Responsibilities**

**Position Scope:**

The position works collaboratively with health and safety representatives, workplace delegates, workers, managers, participating agencies and the Union project team to build workplace capability in psychosocial hazard identification, assessment and risk management.

The Project Officer contributes to the development of accessible, evidence-informed and transferable project resources and deliverables for use across the Western Australian public sector.

In collaboration with the project team, the role will revise existing training materials, develop new materials, practical resources, tools and templates and will design and deliver training, workshops, coaching sessions and other capability-building activities within the approved project framework.

The position coordinates and implements project activities and deliverables, reports on progress against agreed milestones, identifies emerging issues and risks, and recommends or implements appropriate responses within approved project parameters.

The role supports stakeholder engagement, consultation and co-design activities to ensure project resources and learning activities remain practical, relevant and responsive to workplace needs.

The Project Officer contributes to the development and implementation of the project's monitoring and evaluation framework through data collection, analysis, reporting and continuous improvement activities. Evaluation methodologies, quality assurance processes and significant recommendations are developed and reviewed through established project governance arrangements and specialist input.

The position exercises initiative and professional judgement in managing day-to-day project activities and stakeholder relationships while operating within approved project plans, governance arrangements and funding requirements.

**Key Responsibilities:**

- Coordinate and deliver project activities that contribute to the successful implementation and continuous improvement of the Psychosocial Safety in Practice program in accordance with approved project objectives, timelines, governance arrangements and grant requirements.
- Coordinate and implement project activities, deliverables, schedules and reporting requirements to support achievement of project objectives and milestones.
- Develop practical, accessible and evidence-informed learning resources, tools, templates and guidance materials that support psychosocial hazard identification, assessment and risk management across Western Australian public sector workplaces.
- Design and deliver engaging training, workshops, learning activities, coaching sessions and other capability-building initiatives that strengthen participant knowledge, skills and confidence.
- Contribute to monitoring and evaluation activities, including refinement of the monitoring and evaluation framework, data collection, analysis, reporting and continuous improvement processes.
- Support implementation of approved evaluation and reporting requirements consistent with project governance arrangements, quality assurance processes and grant obligations.
- Establish and maintain productive working relationships with participating agencies, health and safety representatives, workplace delegates, workers, managers and other relevant stakeholders.
- Support stakeholder engagement, consultation and co-design activities to identify workplace needs, test project resources and contribute to continuous improvement of project deliverables.

- Liaise with external providers, subject matter experts and project partners and contribute to the review, integration and continuous improvement of project outputs.
- Identify and monitor project risks, issues and barriers to implementation, implement appropriate responses within approved project parameters, and escalate significant matters as required.
- Prepare reports, briefing materials, presentations, learning resources and project documentation to a high standard and within agreed timeframes.
- Work collaboratively with project team members and contribute relevant knowledge, expertise and practical insights to support achievement of project outcomes.
- Exercise initiative, professional judgement and effective time management in coordinating day-to-day project activities and stakeholder relationships within approved project plans, governance arrangements and funding requirements.
- Ensure project activities, resources and deliverables are completed accurately, professionally and in accordance with agreed quality standards and project requirements.

**Section 6 - Selection Criteria**

**ESSENTIAL**

- Demonstrated experience coordinating and delivering projects, programs, campaigns, workplace initiatives or organisational improvement activities.
- Demonstrated experience designing, developing and delivering workplace training, education, learning or capability-building activities.
- Demonstrated experience developing practical resources, tools, guidance materials and learning products for diverse workplace audiences.
- Demonstrated experience contributing to monitoring, evaluation, review or continuous improvement activities, including collection and analysis of qualitative and quantitative information.
- Sound knowledge of the Western Australian Work Health and Safety legislative framework, particularly psychosocial hazards, consultation and risk management, and the ability to apply established requirements in a workplace setting.
- Well-developed stakeholder engagement and relationship management skills, including the ability to work effectively with workers, health and safety representatives, workplace delegates, managers, senior agency representatives and external stakeholders.
- Well-developed written and verbal communication skills, including facilitation, presentation, report writing and the preparation of professional project documentation.

- Demonstrated ability to work independently, exercise sound judgement, manage competing priorities and achieve outcomes within an established governance and accountability framework.
- Demonstrated ability to work collaboratively as part of a project, organising or multidisciplinary team.
- Demonstrated commitment to worker participation, consultation and continuous improvement in workplace health and safety.

**DESIRABLE**

- Experience working in or with unions or member-based organisations.
- Experience in working with or in public sector workplaces.
- Experience as a Health and Safety Representative or in a workplace health and safety role.
- Experience in adult learning, workplace capability development, organisational development or behaviour change initiatives.
- Certificate IV in Training & Assessment (or equivalent experience).
- Relevant qualification or professional development in work health and safety, adult learning, project management, evaluation or a related discipline.

**OTHER REQUIREMENTS**

- Current Driver's license

**Job Description Form Disclaimer**

This Job Description Form outlines the primary duties and responsibilities of the position and is not intended to be an exhaustive list of all tasks that may be required. It may be reviewed and amended from time to time to reflect Union requirements. Any substantive changes to the role will be subject to consultation and mutual agreement between the Union and the Employee and will be consistent with the relevant industrial instruments, policies and procedures.