

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement CSA 2017 or as replaced	
Division: Strategic Initiatives and Performance Directorate: Strategic Initiatives Branch: Strategy and Projects		Effective Date of Document 19 December 2018

<p align="center">THIS POSITION</p>	
Title:	Principal Project Officer
Classification:	Level 7
Position No:	00028145
Positions under direct responsibility: Nil	

<p align="center">REPORTING RELATIONSHIPS</p>		
TITLE:	Executive Director, Innovation, Performance and Research	
LEVEL:	EXDRED	
POSITION NUMBER:	00030887	
TITLE:	Manager, Strategy and Projects	
LEVEL:	8	
POSITION NUMBER:	00034543	
<p>This position and the positions of:</p>		
Title: Various	Classification:	Position No:

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Principal Project Officer	Level 7	00028145	19 December 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

The Strategic Initiatives Directorate is responsible for:

- providing support in developing and applying digital tools and future focused learning
- developing and maintaining the Independent Public Schools initiative and school autonomy agenda, supporting strong governance and stakeholder engagement in the public school and higher education settings and coordinating strategic approaches to system improvement and leadership development
- initiating, developing and implementing systemic reform projects to support schools and enhance student educational outcomes.

The Strategy and Projects Branch is responsible for:

- providing leadership and policy advice on systemic reform projects within the directorate
- coordination, advice and support within Strategic Initiatives Directorate enabling:
 - a consistent, rigorous approach to project management
 - development of an integrated program schedule
 - identification of interdependencies
 - development of coordinated strategies/initiatives to address risks and issues common to projects
 - development of comprehensive progress reporting for all projects
- consulting with internal and external stakeholders to establish and maintain effective partnerships and relationships with government agencies and other organisations
- monitoring developments in other states and territories as well as the key initiatives of the Commonwealth Government's national education reform agenda and providing strategic advice and technical expertise to the Minister, Director General and Corporate Executive.

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ROLE

The Principal Project Officer:

- implements, coordinates and supports the reform programs and special projects being undertaken within the Department
- identifies reform priorities in consultation with key stakeholders and coordinates provision of appropriate and sustainable programs for the Department
- continually monitors, reviews and evaluates the effectiveness of reform programs and special projects to identify opportunities for continuous improvement, and reports progress to senior management, relevant committees and other relevant interest groups
- provides input to the development of policy, implementation frameworks, annual project plans and other key documentation
- builds and maintains strategic relationships with key stakeholders to facilitate achievement of the Department's reform objectives and participates in appropriate committees and other working groups
- consults and negotiates with a wide range of stakeholders to develop and support the implementation of related strategies and initiatives
- provides professional advice to individuals and groups relating to special projects, reform initiatives and programs
- undertakes research to identify emerging trends and issues related to reform planning and development for education
- prepares high-level briefings, research and discussion papers for presentation to senior management.

OUTCOMES

1. High-level research and analysis of relevant State, national and international trends, issues and strategies relevant to reform planning and development, is undertaken.
2. Strategic programs, projects and initiatives are effectively managed, implemented, delivered, monitored and reported on in a timely manner.
3. High-level policy, procedures and guidelines are effectively developed, implemented and monitored to ensure consistency.
4. Effective networks are developed and maintained with other directorates, regions, service clusters, schools and wider State and national stakeholders to ensure policy, systems and processes, advice and support is effectively meeting their needs.
5. High-risk management issues and problems are investigated and solutions provided in a timely and effective manner.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated high-level project and program management skills, including ability to implement processes to facilitate monitoring, reporting and successful delivery.
2. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
3. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials, briefing notes and policy.
4. Demonstrated highly developed conceptual, analytical and problem solving skills and experience in applying strategic thinking to achieve outcomes and implement effective change management strategies to achieve educational outcomes.
5. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.

ELIGIBILITY

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

TRAINING

Employees will be required to:

- complete the Department’s induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department’s training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 19 December 2018
TRIM REF # D18/0570823