



Project Officer

Regional Learning Initiatives

Position number	00046987
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 5
Reports to	Manager, Regional Learning Initiatives (Level 8)
Direct reports	Nil

Context

The Schools Group develops overall strategic directions for promoting and developing Government schools. The Group is responsible for:

- providing educational leadership to regions and schools
- promoting excellence in teaching practice and learning outcomes
- developing and implementing operational policies to achieve outcomes
- setting directions for the delivery of services to schools.

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Key responsibilities

- Assist with the development, implementation and management of initiatives, programs, projects and strategies.
- Support the branch and other areas of the Schools Group to monitor, evaluate and refine strategies to deliver key projects and initiatives.
- Provide professional advice and support on a range of initiatives, programs, projects and strategies.
- Assist with the preparation and delivery of reports and presentations, including preparation of project plans and documents, the interpretation and analysis of relevant data and reporting progress of key projects and initiatives.
- Assist in the negotiation, management and monitoring of contracted services and the procurement of goods and services within budget and in accordance with buying policies and procedures.
- Collaborate and liaise in a culturally responsive manner with internal and external stakeholders on matters relating to identified projects and initiatives.

Selection criteria

1. Demonstrated well developed project management skills, including project planning, coordination, implementation and evaluation.
2. Demonstrated well developed written communication skills and the ability to analyse and interpret data and prepare reports.
3. Demonstrated well developed verbal communication and interpersonal skills, including presentation skills and ability to establish and maintain effective working relationships with individuals at all levels.
4. Demonstrated well developed conceptual and analytical skills, including the ability to identify problems and generate strategies to address them.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 3 February 2025
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