



Principal Project Officer – Full Service Schools Trial

Enterprise Governance and Partnerships

Position number	00047029
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Program Manager – Full Service Schools Trial (Level 8)
Direct reports	Nil

Context

The Department of Education’s strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

The Enterprise Governance and Partnerships (EGP) Division drives high performance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives and confidence in the management of key external partnerships. We do this by:

- ensuring strategic responses and projects are delivered within expectations underpinned by quality project and program management methodologies
- improving oversight of high-level strategic priorities and projects through increased visibility and quality assurance
- aligning governance standards to the strategic significance and complexity of initiatives
- supporting evidence-based decision making through effective use of intelligence and data
- developing and maintaining effective partnerships to support strategic alignment and positive relationships both within and external to the Department, including with higher and international education stakeholders.

Under the [Western Australia Bilateral Agreement \(Better and Fairer Schools Agreement\)](#), the Department is undertaking additional initiatives that support connections between schools and other non-school services to support students to come to school ready to learn.

The EGP Division will lead the design and trial of place-based approaches to delivering a full service schools model in at least four Western Australian public schools from 2026 to inform

development of a full service schools framework for expanding linkages between schools and other community, health and social services, and undertaking an independent review in 2028.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Implement, coordinate and support the system-wide educational projects, initiatives, and strategies related to the Full Service Schools Trial (the Trial).
- Monitor, review and evaluate the effectiveness and timeliness of projects, initiatives and strategies related to the Trial to identify opportunities for continuous improvement, and report progress to senior management, relevant committees and other relevant interest groups.
- Identify and analyse complex program problems and develop effective recommendations to support the objectives of the Trial.
- Prepare high-level briefing notes, reports and research and option papers for presentation to the Trial Board, Executive Director, Director General and the Minister's Office.
- Review, analyse and summarise program documentation in preparation for endorsement by the Executive Director.
- Contribute to change management projects relevant to the Trial.
- Prepare speaking points and communications related to the Trial on behalf of the Executive Director.
- Provide input to the development of implementation frameworks and approaches, annual project plans and other key documentation.
- Undertake research to identify emerging trends and issues related to the Trial.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.

Customer and Stakeholder Management and Liaison

- Build and maintain strategic relationships with key stakeholders to facilitate achievement of the Trial's objectives and represent the Department on committees and other working groups as required.
- Consult and negotiate with a wide range of stakeholders to develop and support the implementation of the Trial projects, strategies and initiatives.
- Provide policy and strategic advice to the Executive Director and key stakeholders in relation to the Trial.

Selection criteria

1. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials and briefing notes.
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 sound understanding of, and sensitivity to, the strategic requirements and direction of the Government and knowledge of Western Australia's educational system, operations at a central, regional and school level.
4. Demonstrated highly developed conceptual, analytical and problem-solving skills and experience in developing options, applying strategic thinking to achieve outcomes and implement effective change management strategies.
5. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.

6. Demonstrated high-level project and program management skills, including ability to implement processes to facilitate monitoring, reporting and successful delivery.

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

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