



## Principal Project Officer – Program Management Office

Enterprise Governance and Partnerships

<b>Position number</b>	00047071
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Program Delivery Manager – Program Management Office (Level 8)
<b>Direct reports</b>	Project Support Officer (Level 4)

### 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 their next step into the workforce or further education.

The Enterprise Governance and Partnerships 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.

The Program Management Office drives and provides oversight of responses and initiatives that facilitates the delivery of the Department’s strategic intent; using project management methodologies to underpin collaboration, standardisation and the on time, on budget, delivery of key project metrics.

Visit [education.wa.edu.au](http://education.wa.edu.au) for more information about the Department of Education.

### Key responsibilities

- Provide professional and strategic management support to the Division for effective development, implementation, coordination and management of Department projects, programs and initiatives.
- Research, prepare and review briefings papers, speeches, correspondence, support documents and confidential reports on behalf of the Division.
- Coordinate and quality assure projects, programs, correspondence and briefings on behalf of the Division.
- Assist in ensuring the operational aspects of the Division effectively support the Division and align with the Department's direction.
- Build and maintain networks with other business areas, senior management across the Department, with other Departments and external organisations and establish effective working relationships.
- Provide advice, support and training on issues and processes as they relate to the functions of the Division, based on project management experience and best-practice.
- Provide effective coordination and management of significant internal and external meetings, including preparation of agendas, briefing papers, minutes and other associated papers for the Division.
- Undertake professional consultation within the Department, with other jurisdictions, other Government agencies, industry and private sector organisations on issues related to education.
- Clarify and resolve complex problems and manage risk through conducting research, considering options, discussions with others, leading meetings and using discretion in relation to sensitive issues.
- Provide strategic and considered communications in a timely, consistent, culturally responsive and context specific manner to engage stakeholders productively and respectfully.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

### Selection criteria

1. Demonstrated high-level project and program management skills, including the ability to implement processes to facilitate monitoring, reporting and successful delivery.
2. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials and briefing notes.
3. Demonstrated substantial skills and experience in managing a range of complex projects and issues.
4. Demonstrated highly developed conceptual, analytical, research and investigation skills with the ability to identify issues and trends and provide innovative solutions to complex problems and issues.
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 highly developed communication and interpersonal skills, including experience in undertaking senior-level consultations, collaborations and negotiations.

## 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 June 2025  
Reference D25/0280802