



## Education Officer

### Enterprise Governance and Partnerships

<b>Position number</b>	00047818
<b>Agreement</b>	<a href="#">School Education Act Employees' (Teachers and Administrators) General Agreement 2023</a> or as replaced
<b>Classification</b>	Education Officer Level 2
<b>Reports to</b>	Principal Education Officer (Education Officer Level 3)
<b>Direct reports</b>	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.

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

#### Key responsibilities

- Assist with the planning, implementation and evaluation of specialist teaching and learning support in response to the needs of public schools and the Department's strategic direction.
- Support schools and education regions through the development and implementation of whole-school strategies to improve quality teaching and learning.

- Assist school leadership teams in collecting, analysing and interpreting data and other contextual information.
- Contribute to the development and delivery of professional learning and resources to strengthen the teaching profession.
- Support the alignment and effective provision of policy, resources and services to improve student outcomes.
- Work with teams and other business units to ensure integrated service delivery to schools and the system.
- Assist with the preparation of reports and briefing papers on evidence-based approaches to teaching and learning and the support needs of teachers.
- Consult and negotiate with internal and external stakeholders to build quality system wide services and support that improves student achievement.
- Contribute to the provision of subject matter expertise to assist in the development of professional learning resources.
- Provide subject matter expertise and contribute to system responses, briefings and Ministerials.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

### **Selection criteria**

1. Demonstrated substantial knowledge and understanding of teaching and learning practices and requirements in relevant area/s of specialist expertise.
2. Demonstrated experience in implementing, monitoring and reviewing professional learning and support programs in relevant area/s of specialist expertise.
3. Demonstrated highly developed verbal communication and interpersonal skills with the ability to build partnerships and integrate services both within and beyond the Department.
4. Demonstrated ability to deal effectively with change and generate innovative solutions related to teaching and learning issues.
5. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of reports, briefings and other documentation to support and inform senior officers.

### **Eligibility and training requirements**

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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
- obtain or hold a current Working with Children Check
- 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            4 December 2025  
Reference    D25/1216978