



Principal Education Officer Enterprise Governance and Partnerships

Position number	00043704
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2023 or as replaced
Classification	Education Officer Level 3
Reports to	Program Delivery Manager (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 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 Division's Program Management Office drives and provides oversight of responses and initiatives that facilitate the delivery of the Department's strategic intent and prepare the Department for the future. We do this by initiating, managing, and monitoring projects of strategic importance using project management methodologies to underpin collaboration, standardisation, and the on time, on budget delivery of key project metrics

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Key responsibilities

- Research, plan, implement and evaluate specialist teaching and learning services and support in response to system wide projects, programs and initiatives.
- Lead and support the implementation of strategic projects, including the development, implementation, coordination, management and reporting of Department projects, programs and initiatives.
- Provide high-level specialist advice on the design and development of system strategies aimed at supporting whole-school approaches to improve the quality of teaching and learning.
- Work within teams and across business units to ensure integrated service delivery to schools and the system for projects, programs and initiatives.
- Enable and inform development and delivery of system-wide initiatives, resources and professional learning as they relate to the functions of the Division.
- Facilitate opportunities for teachers to access practical support, information, professional learning and resources to assist with the implementation of Department priorities.
- Engage in research and systemic analysis of school performance to identify areas for improvement and to inform the planning and delivery of services and support in relation to Divisional projects, programs and initiatives.
- Assist school leadership teams in collecting, analysing and interpreting performance information to support evidence-based approaches to school improvement.
- Consult and negotiate with internal and external stakeholders in a range of contexts related to the Division.
- Provide subject matter expertise as required to inform and contribute to system responses for projects, programs and initiatives.
- Collaborate across the Department on the preparation of reports, briefing papers, correspondence, support documents and confidential reports on behalf of the Executive Director for senior management.

Selection criteria

1. Demonstrated substantial knowledge and understanding of contemporary, evidence-based practices related to system priorities in teaching and learning and school improvement.
2. Demonstrated highly developed skills and extensive experience in developing and implementing successful teaching and learning initiatives, programs, projects or strategies at the school, region, network and/or system level.
3. Demonstrated ability to provide leadership and influence change for system improvements related to teaching and learning.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
5. Demonstrated highly developed oral and interpersonal skills, including the ability to successfully undertake consultations, collaborations and negotiations with senior officers, school leaders and other stakeholders.
6. Demonstrated highly developed written communication skills, including experience in preparing reports, briefings and professional learning resources.

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 3 June 2025
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