



## Project Administrative Officer – Full Service Schools Trial

### Enterprise Governance and Partnerships

<b>Position number</b>	00047033
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Program Manager – Full Service Schools Trial (Level 8)
<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.

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

## Key responsibilities

### Branch Support Specialist Services

- Provide effective and responsive administrative support to achieve operations associated with the Full Service Schools Trial (the Trial), including coordination and preparation of correspondence and briefing notes and provision of executive support at meetings.
- Conduct research and investigations on issues of interest and importance to the Trial and provide information to the project team.
- Maintain and monitor expenditure and assist in the analysis of and reporting on project expenditure.
- Pay accounts, reconcile corporate credit cards, arrange quotations and undertake purchasing requirements.
- Manage diary appointments and meetings and assist with travel arrangements, including preparing travel documents and booking flights and accommodation.
- Administer and monitor systems that manage the project's staffing and provide accurate reports to the Program Manager.

### Customer and Stakeholder Support and Liaison

- Liaise with senior staff within the Department, other agencies and members of the education community on a diverse range of issues related to the Trial.
- Manage enquiries which require appropriate referral and timely responses.
- Develop and maintain effective relationships with various stakeholders to achieve project outcomes.

## Selection criteria

1. Demonstrated knowledge and considerable experience in the delivery of administration support services, including the ability to provide executive support on projects.
2. Demonstrated sound verbal and interpersonal skills, including the ability to work within a team environment and deal effectively with a wide range of individuals at all levels and in a variety of contexts.
3. Demonstrated sound written communication skills with the ability to prepare correspondence and briefing notes.
4. Demonstrated sound conceptual, analytical and problem solving skills with the ability to use initiative to identify priorities and meet conflicting timelines.
5. Demonstrated sound financial management skills with the ability to interpret, report and apply financial practices and procedures.

## 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      D25/0280649