



Job Description Form

Senior Project Support Officer

Professional Capability

Position number	00047896
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 5
Reports to	Manager, Leadership (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.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Professional Capability drives the ongoing development of our workforce. Its purpose is to build professional capability to improve student achievement by enabling teaching and leadership excellence.

This position has been created in accordance with the Better Fairer Schools Agreement funding arrangements for the development and delivery of culturally responsive learning modules for staff within the Aboriginal and Islander Education Officer (AIEO) Career Pathways.

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

Key responsibilities

- Assist with the development, implementation, coordination and evaluation of projects, initiatives, and strategies related to the delivery of the Aboriginal and Islander Education Officer (AIEO) Career Pathways professional learning program.

- Monitor, evaluate and refine initiatives and strategies designed to improve the delivery of AIEO Career Pathways professional learning program education practices and procedures.
- Assist with the preparation and presentation of reports, including the analysis and interpretation of relevant data, project budgets, briefing papers and correspondence.
- Develop, maintain and manipulate databases, spreadsheets and systems that support projects and initiatives.
- Collaborate and liaise with internal and external stakeholders on matters relating to the AIEO Career Pathways Project.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.

Selection criteria

1. Demonstrated well developed project management skills, including project planning, coordination, implementation and evaluation.
2. Demonstrated well developed written communication and project delivery skills and the ability to analyse and interpret data and prepare reports.
3. Demonstrated well developed verbal communication and interpersonal skills, including presentation skills and the ability to establish and maintain effective working relationships with individuals at all levels.
4. Demonstrated well developed conceptual and analytical skills, including the ability to identify problems and generate strategies to address them.

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 12 November 2025
Reference D25/1238030