



## Senior Project Officer –Systems and Evaluation Service Design and Support

<b>Position number</b>	00025938
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager, System Services and Responses (Level 8)
<b>Direct reports</b>	Training Officer (Level 4) Administrative Assistant (Level 2)

### 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.

Service Design and Support provides the shared functions and support needed to provide better services to schools. It also coordinates, implements and supports programs, initiatives, and special projects. Its purpose is to provide strategy, policy and program oversight and operational support to Statewide Services.

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

### Key responsibilities

- Implement, maintain and support the operational aspects of business applications and systems.
- Evaluate and report on programs, initiatives, process and procedures through research and analysis of data, including finance.
- Identify, address and reflect technology needs in the development and ongoing maintenance of technology infrastructure strategies and projects.

- Develop policies, practices, standards, methodologies and guidelines to ensure the provision and delivery of a quality client service.
- Provide expert advice on research, effective monitoring and evaluation of professional learning across the department.
- Provide regular reports to relevant stakeholders on systems data coordinated by Service Design and Support offered by Statewide Services and across the Department.
- Prepare reports on programs and projects.
- Prepare written contributions including system generated data to reports and responses.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

### **Selection criteria**

1. Demonstrated skills and experience in researching, developing, implementing and maintaining business applications and systems.
2. Demonstrated highly developed written communication skills, including the ability to analyse and interpret data and prepare reports.
3. Demonstrated highly developed oral communication and interpersonal skills, with an ability to establish and maintain effective working relationships with individuals at all levels.
4. Demonstrated high-level conceptual and analytical skills, including the ability to identify problems, provide overviews and generate strategies to address issues.
5. Demonstrated highly developed project management skills, including project planning, coordination, implementation and evaluation.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            5 July 2022  
Reference    D22/0490032