



## Principal Program Officer Program Kaartdijin

<b>Position number</b>	00042898
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Principal Program Director
<b>Direct reports</b>	Nil

### Context

Program Kaartdijin (the Program) has been established to develop a functionally fit, technologically robust solution to replace the current School Information System (SIS) and include additional information capture and reportability. The Program focuses on providing short term solutions as well as a longer-term solution that meets the operational needs of schools and the reporting and management needs of the Department at large. The Program vision is to provide a contemporary administrative and finance solution connecting people, processes and systems for school communities now and into the future. The Program values are:

- Integrity in all we do
- Open and transparent communication
- Collaborative approach – Shared goals and objectives
- Commitment and Cooperation
- Value all contributions
- Exceptional customer service

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### Key responsibilities

#### Specialist Services

- Implement, coordinate and evaluate strategies to manage program and project workstream interdependencies of Project Kaartdijin, including project management standards, procedures, project reporting and risk management and mitigation strategies.
- Identify and analyse complex program problems and develop effective recommendations and solutions for the Kaartdijin Program Management Office (PMO).
- Research and analyse data and information from a range of sources to identify opportunities for enhancement and improvements to operational effectiveness.
- Undertake research to ensure PMO processes comply with relevant legislation, policies, internal controls and operational needs.
- Develop, facilitate and implement processes for quality assuring the role of the PMO.

### **Management and Branch Support**

- Provide team management, including allocating resources and work priorities to meet corporate timelines and contractual agreements.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and program goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management relevant to Program Kaartdijin.
- Represent the Program Kaartdijin leadership team, as required, on committees and working parties.

### **Customer and Stakeholder Management and Liaison**

- Provide advice, correspondence and briefings to the Minister, Program Board, systems, sectors and Deputy Director General, Schools, as required.
- Prepare project status briefings to the senior management regarding system enhancement, performance and development of procedures and guidelines.
- Establish and maintain working relationships and communication networks with internal and external stakeholders.
- Represent the Department on working parties and committees in relation to Program Kaartdijin including stakeholder engagement groups.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

### **Selection criteria**

1. Demonstrated substantial planning skills with the ability to manage and respond effectively to business priorities.
2. Demonstrated ability to apply high-level conceptual and analytical skills including the ability to identify innovative solutions to solving problems.
3. Demonstrated highly developed project management skills, including the use of project management systems and tools, project register management, resourcing and schedule management and program status reporting.
4. Demonstrated highly developed communication, interpersonal and negotiation skills with the ability to establish and maintain effective working relationships and provide customer-focused services.
5. Demonstrated highly developed organisational skills, including the ability to determine and set priorities to ensure the timely completion of tasks.
6. Demonstrated highly developed written communication skills, including experience in the preparation of correspondence, reports, Ministerials and briefing notes.

### **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 4 June 2024  
Reference D24/0129180