

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced
Group: Public Schools Division: Statewide Services Directorate: Teaching and Learning Services Branch: Road Safety and Drug Education	Effective Date of Document 30 August 2018

THIS POSITION	
Title:	Project Officer
Classification:	Level 3
Position No:	00038994
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE:	Director, Teaching and Learning Services	
LEVEL:	DEANE	
POSITION NUMBER:	00027963	
TITLE:	Manager, Road Safety and Drug Education	
LEVEL:	8	
POSITION NUMBER;	00038890	
This position and the positions of:		
Title	Level	Position Number
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Project Officer	Level 3	00038994	30 August 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

The Statewide Services Division is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources and monitoring programs and services to ensure high standards.

The Teaching and Learning Services Directorate is responsible for the delivery of integrated state-wide services for networks, schools and teachers supporting the learning and successful outcomes of all students. The services and support delivered through the Directorate are integrated with the Student Support Services Directorate, and all other functions of Statewide Services. This is achieved through a focus on better integration of services with schools, students, families and external service providers; supporting schools and networks of schools to deliver high-quality teaching and learning in every classroom; and creating expanded opportunities for students to develop academic, personal and social competencies they will need to participate in the future workforce and society.

The Road Safety and Drug Education Branch is a specialised centre of expertise delivering the School Drug Education and Road Aware Program (SDERA). SDERA is the State Government's primary strategy for road safety and drug education for young people. The program provides prevention education keeping children and young people safer. Program initiatives and resources target early childhood service providers and educators, school administrators, teachers, school support staff, parents/carers and the broader education community throughout Western Australia.

The SDERA program is designed to contribute to reducing road-related injuries and harms from alcohol and other drug use through education strategies and resources designed to build the capacity of teachers and schools to implement evidence-based school alcohol and other drug and road safety education programs.

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ROLE

The Project Officer:

- provides administration and logistics support to professional learning programs and workshops and ensures the collation and maintenance of document management activities
- provides effective and responsive administrative support to achieve SDERA project outcomes and objectives
- assists in preparing project plans, work instructions, processes, reports, support materials and monitoring systems in accordance with Department policies, standards and guidelines
- coordinates data entry and management, monitoring and reporting related to key performance indicators
- provides executive support to management meetings, planning initiatives and workshops
- responds to enquiries to ensure a responsive and customer focused service is provided to stakeholders
- researches and provides information to senior management on modern trends and issues in professional learning programs and workshop attendance
- manages and updates project databases and website information and prepared reports
- develops and maintains effective relationships with various stakeholders to achieve project outcomes
- participates in the investigation, analysis and resolution of issues relating to projects, tasks and business improvement initiatives.

OUTCOMES

1. Efficient and responsive administrative support is provided to achieve required professional development and learning outcomes and objectives.
2. Effective communication networks are established, fostered and maintained to contribute to the achievement of SDERA project outcomes.
3. Required services are provided to clients in a timely, relevant and efficient manner.
4. Reports and information on trends and issues related to program and workshop attendance is provided to senior management in a timely manner.
5. A diverse range of projects are planned, negotiated and scheduled with stakeholders and managed effectively to achieve project outcomes.
6. Project data is accurately processed, analysed and interrogated and reports generated.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated skills and experience in providing administrative and project management support.
2. Demonstrated sound written and verbal communication and interpersonal skills, including the ability to work within a team environment and liaise effectively with a wide range of individuals at all levels and in a variety of contexts.
3. Demonstrated well developed computer skills, including the ability to create, operate, and manipulate databases and spreadsheets for reporting purposes.
4. Demonstrated initiative and sound organisational skills, including the ability to manage a diverse workload and meet competing deadlines.

ELIGIBILITY

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

ENDORSED

DATE 30 August 2018
TRIM REF # D18/0390249