

**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	Effective Date of Document 03 July 2018
Division: Statewide Services	
Directorate: Teaching and Learning Services	
Branch: Teacher Development	

THIS POSITION	
Title:	Event Management Training Officer
Classification:	Level 4
Position No:	00034709
Positions under direct responsibility:	Nil

REPORTING RELATIONSHIPS		
TITLE:	Manager Teacher Development	
LEVEL:	8	
POSITION NUMBER:	00031504	
TITLE:	Senior Project Officer Systems and Evaluation	
LEVEL:	6	
POSITION NUMBER:	00025938	
This position and the positions of:		
Title	Level	Position Number
Various		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Event Management Training Officer	Level 4	00034709	03 July 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/web/our-organisation/home>.

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 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.

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The Teaching and Learning Services Directorate is responsible for the delivery of integrated state-wide services for networks, schools and teachers that support the learning and achievement of every student. The services and support delivered through the Teaching and Learning Services Directorate are integrated with the Student Support Services Directorate, and all other functions of the Statewide Services, to support the successful outcomes for all students. 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 the academic, personal and social competencies they will need to participate in the future workforce and society.

TITLE Event Management Training Officer	CLASSIFICATION Level 4	POSITION NO 00034709	EFFECTIVE DATE 03 July 2018
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ROLE

The Event Management Training Officer:

- undertakes research, analysis and evaluation to inform and provide recommendations for systems, policies, and process improvements, and makes appropriate changes in accordance with outcomes
- ensures approved event management initiatives are progressed and implemented effectively, including developing methods to evaluate and review the effectiveness of implemented initiatives
- provides effective communication and information processes to clients in relation to event management and business system reporting
- designs, presents and evaluates on-going event management training programs relative to policies, procedures and systems for Departmental staff
- ensures the content for event management policy, procedure, system hard copy and online documentation is aligned, complete and available
- liaises with stakeholders to identify areas where staff are unskilled in event management (business system) and develops training as required
- promotes a positive and proactive customer focused service improvement delivery model for all staff
- monitors and evaluates customer education presentations to ensure accuracy of information provided and the specific business needs of clients are achieved
- liaises, collaborates and consults with clients and stakeholders on potential business process enhancements and business system usage, and undertakes preliminary research of options and opportunities.

OUTCOMES

1. Approved event management and professional learning business system initiatives are progressed and implemented.
2. Implementation and development of business processes for event management within the Department are effectively planned and researched in consultation with system users and relevant stakeholders.
3. Reports on workplace and system performance are developed and analysed.
4. Recommendations for system, policy and process improvements are provided as a result of research, analysis and evaluation.
5. Event management business processes and policies are documented and maintained in accordance with Department and legislative requirements and compliance with established benchmarks and performance indicators is ensured.
6. High-quality training, client support and ongoing development in the use of professional learning business system are planned and delivered to Department staff and clients.
7. Effective, collaborative relationships are established and maintained with clients and stakeholders to ensure a customer focused service improvement delivery model for all Department staff.

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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, experience and knowledge of event management within an information systems context.
2. Demonstrated well developed verbal, written and interpersonal communication skills, including the ability to build positive relationships and to influence, facilitate and negotiate effectively with clients and stakeholders at all levels.
3. Demonstrated well developed analytical and conceptual skills, with the ability to provide innovative solutions to problems.
4. Demonstrated well developed planning, organisational and time management skills, including the proven capacity to prioritise work, meet agreed targets and deliver agreed results in a timely, efficient and customer-focused manner.
5. Demonstrated ability to develop, deliver and evaluate training programs.

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; and
- 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 03 July 2018
TRIM REF # D18/0284708