

**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
Directorate: Executive and Communications Services	Effective Date of Document 22 October 2018

THIS POSITION

Title: Senior Project Officer – Intranet Transformation

Classification: Level 6

Position No: Generic

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Director, Executive and Communications Services
LEVEL: 9
POSITION NUMBER: 00025198

TITLE: Manager, Intranet Transformation Project
LEVEL: 8
POSITION NUMBER: 00038914

This position and the positions of:

Title:	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Senior Project Officer – Intranet Transformation	Level 6	Generic	22 October 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/>.

Executive and Communications Services provides a range of services to all sections of the Department, including:

- internal communications
- providing communications and marketing strategic advice
- developing communications and marketing plans
- developing major advertising campaigns and strategies
- media management
- crisis management
- corporate identity management
- developing, implementing and evaluating specific programs and activities.

The focus of Executive and Communications Services is to ensure all activities enhance the image and reputation of the Department and promote WA Government initiatives in public education.

Information and knowledge online (Ikon) provides a single entry point for staff to access everything they need to do their job and support them as a staff member. The first two phases of the Ikon Transformation Project (ITP) include the technology solution for setting up the platform, basic functionality for users to access pages related to information and services provided by the Department and development of service descriptions for all business areas in the Department.

Phase three of ITP aims, by end of 2019, to achieve:

- completion of the set-up of Ikon for Education Business Services Group (by end of 2018)
- project governance set-up to manage phase three
- technical platform build
- completion of service descriptions for other business areas.

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Transition to business as usual under the Ikon platform and services model includes:

- uploading content to Ikon and setting-up technical governance
- providing technical support and build, as required.

ROLE

The Senior Project Officer - Intranet Transformation:

- undertakes communications and engagement requirements for ITP and applies best practice stakeholder engagement techniques and processes
- plans, implements and evaluates elements of ITP and provides specialist communications advice and support to allocated business areas
- provides professional learning to allocated business areas on best practice when identifying and mapping services and communicating services content for an online environment
- develops strategies and procedures supporting implementation of intranet reforms and improvement strategies
- liaises with the ITP team and other Department personnel to achieve planned outcomes.

OUTCOMES

1. Business areas across the Department are provided with appropriate services and tools to enhance provision of services online.
2. Advice relating to process mapping and content communication, including best practice, is provided to business areas.
3. Initiatives and tools are developed, established and implemented in accordance with the ITP.
4. Effective communication networks are established in order to achieve planned outcomes through collaboration and negotiation.

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 highly developed oral communication and interpersonal skills, including consultation, presentation and facilitation skills, and the ability to liaise effectively with individuals at all levels.
2. Demonstrated highly developed conceptual and analytical skills with proven investigative skills and ability to interpret data and provide innovative thinking in developing and implementing projects.
3. Demonstrated highly developed writing skills with ability to develop instructional and support materials and communicate effectively online.
4. Demonstrated highly developed project management skills and ability to contribute to team processes and outcomes.

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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 22 October 2018
TRIM REF # D18/0465577