

Program Officer

Policy and Program Governance

Position number	00032148
Agreement	Public Service and Government Officers CSA General Agreement 2017 or as replaced
Classification	Level 5
Reports to	Manager, Policy and Program Governance (Level 7)
Direct reports	Nil

Context

Policy and Program Governance:

- provides strategic advice to Corporate Executive and its governance committees in relation to the development, coordination and review of [Department of Education](#) policies, programs and delegations from a governance and public sector administrative perspective
- manages the Department's policy and program framework to ensure decision-making processes are transparent and policies and programs are aligned with the Department's strategic direction, governance requirements and legal obligations
- provides high quality advice, research, administrative and executive services to Corporate Executive and its governance committees in relation to committee policy, practice and procedural matters

Key responsibilities

- supports the Senior Research Officer with researching, developing, implementing and maintaining the project and program management methodology for the Department, including the Department's operations, strategic frameworks, systems and tools
- undertakes research, analysis and evaluation of proposed projects to ensure compliance with Department methodology, processes and procedures
- undertakes reviews and evaluations for the governance committees of strategic education programs, projects, policies and initiatives
- provides support and guidance to project managers on project management methodology and reporting requirements of the governance committees
- monitors and reviews the effectiveness of project management reporting to identify opportunities for continuous improvement and provide recommendations for improvement
- supports the provision of executive services to Corporate Executive and its governance committees, including, collation of agendas, papers, minutes and items
- supports the development and promotion of effective working relationships

Selection criteria

1. Demonstrated well developed research, analytical and conceptual skills and proven capacity to provide innovative thinking in problem solving
2. Demonstrated well developed written communications skills, including experience in preparing procedures, guidelines and briefings
3. Demonstrated well developed oral and interpersonal communication skills with the ability to work in a team and liaise with a wide range of individuals
4. Demonstrated knowledge and understanding of contemporary organisational management and project management methodology, including project planning, coordination, implementation and evaluation
5. Demonstrated experience in the delivery of a proactive, efficient and effective administrative and executive support service to strategic governance committees

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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 17 July 2019
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