



## Principal Project Officer Strategy and Projects

<b>Position number</b>	00039486
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Strategy and Projects (Level 8)
<b>Direct reports</b>	Nil

### Context

The Strategy and Projects Branch is responsible for:

- providing leadership and policy advice on systemic reform projects within the directorate
- coordination, advice and support within Strategic Initiatives Directorate enabling:
  - a consistent, rigorous approach to project management
  - development of an integrated program schedule
  - identification of interdependencies
  - development of coordinated strategies/initiatives to address risks and issues common to projects
  - development of comprehensive progress reporting for all projects
- consulting with internal and external stakeholders to establish and maintain effective partnerships and relationships with government agencies and other organisations
- monitoring developments in other states and territories as well as the key initiatives of the Commonwealth Government's national education reform agenda and providing strategic advice and technical expertise to the Minister, Director General and Corporate Executive.

Visit [education.wa.edu.au](http://education.wa.edu.au) for more information about the Department of Education.

### Key responsibilities

#### Specialist Services

- implements, coordinates and supports programs and special projects concerning privacy, security and education vendor management in relation to Information, Communication and Technology (ICT) in schools;
- identifies reform priorities in consultation with key stakeholders and coordinates provision of appropriate and sustainable programs for the Department

- continually monitors, reviews and evaluates the effectiveness of programs and special projects to identify opportunities for continuous improvement, and reports progress to senior management, relevant committees and other relevant interest groups
- undertakes research to identify emerging trends and issues related to the privacy and security of Department data and the implications for education.

### **Branch Support**

- provides input to the development of policy, implementation frameworks, annual project plans and other key documentation
- prepares high-level briefings, research and discussion papers for presentation to senior management.

### **Customer and Stakeholder Support and Liaison**

- builds and maintains strategic relationships with key stakeholders to facilitate achievement of the Department's reform objectives and participates in appropriate committees and other working groups
- consults and negotiates with a wide range of stakeholders including external education vendors to develop and support the implementation of related strategies and initiatives
- provides professional advice to individuals and groups relating to projects, reform initiatives and programs concerning privacy and security.

### **Selection criteria**

1. Demonstrated high-level project and program management skills, including ability to implement processes to facilitate monitoring, reporting and successful delivery with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timelines;
2. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
3. Demonstrated highly developed written communication skills, including extensive experience in the preparation of communications, reports and briefing notes, including input into policy and framework development.
4. Demonstrated highly developed conceptual, analytical and problem solving skills and experience in applying strategic thinking to achieve outcomes and implement effective change management strategies to achieve educational outcomes.
5. Demonstrated ability to provide leadership and policy advice across all levels of the organisation and with external education vendors in relation to the use of Information and Communication Technology (ICT) in schools.

### **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 29 March 2019  
Reference D19/0124011