



Manager Strategy and Projects

Position number	00034543
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 8
Reports to	Director, Student Support Services (DIRCEN)
Direct reports	Principal Project Officer (Level 7) Principal Project Officer – E-Schooling x3 (Level 7) Principal Consultant, Intellectual Property and Copyright (Level 7) Senior Project Officer – E-Schooling (Level 6) Senior Digital Resource Specialist (Level 6) Administrative Assistant (Level 2) Principal Project Officer – Third Party Software Management Project (Level 7) Project Officer – Third Party Software Management Project (Level 6)

Context

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 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.

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Key responsibilities

- Lead and manage system wide change management projects, including information management projects.
- Provide high quality expert advice to the Director General, Corporate Executive and other officers of the Department in relation to the strategic directions of the Department and emerging national and international initiatives.
- Influence the strategic directions of the Department through research and analyses of student, school and system level data, including financial and workforce, and provides options for action.
- Coordinate and support a consistent and rigorous approach to project management and risk assessment across the Directorate.
- Consult with internal and external stakeholders to establish and maintains effective partnerships and relationships with state and national government agencies and other organisations.
- Monitor developments and reforms in other states and territories as well as the key initiatives of the Commonwealth Government and provides strategic and expert technical advice.
- Lead, develop and manage digital learning strategies, programs and initiatives for primary and secondary schools to enhance customer service and provide relevant, easily accessible professional services and support for teachers and schools.
- Manage effective delivery of digital strategies.
- Lead and manage the intellectual property and copyright function.
- Establish and manage contractors and project teams assigned to agreed whole of Department reform and project initiatives.
- Deploy project resources to ensure they are available to address the Department's strategic plans, contractual obligations and other organisational priorities.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Role Specific Selection Criteria

- High-level skills and substantial knowledge and experience in system level project management, including Information and Technology projects, with the ability to assess risks, identify opportunities and meet budgets and timelines using appropriate management of human and financial resources.

Generic Selection Criteria

Implements and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contributions and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues

Achieves results

- evaluates performance and identifies critical success factors

- establishes clear plans and timeframes for task implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may affect outcomes and adjusts plans as required

Builds productive relationships

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works towards mutually beneficial outcomes
- brings people together and encourages input from key stakeholders

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work; and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

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 4 September 2019

Reference D19/0389047