



## Project Officer

### Workforce Supply, Mobility and Reform

<b>Position number</b>	00040020
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 5
<b>Reports to</b>	Senior Project Officer (Level 6)
<b>Direct reports</b>	Nil

#### Context

The Staff Recruitment and Employment Services Directorate provides a human resource consultancy service to principals, line managers and staff in schools, central and regional offices.

Our team offer support with:

- the attraction, recruitment and appointment of quality staff
- position and salaries budget management
- case management of employees requiring placement
- the housing and transport of rural and remote staff.

For further information, please visit the [Department's website](#).

#### Key responsibilities

- Assist with the development, implementation and management of effective strategies designed to attract and retain teachers and to promote teaching as a valued and respected profession.
- Support the Directorate to monitor, evaluate and refine strategies designed for workforce attraction and retention.
- Provide Senior Project Officers with professional advice and executive support on a range of attraction and retention projects, including project and finance administration.
- Assist with the preparation and delivery of reports, including the interpretation and analysis of relevant data.
- Deliver presentations to large groups of stakeholders relating to attraction and retention.
- Plan, coordinate, evaluate and manage attraction and retention events to support Department objectives.
- Collaborate and liaise with internal and external stakeholders on matters relating to attraction and retention strategies.

## Selection criteria

1. Demonstrated substantial knowledge and understanding of contemporary workforce attraction and retention strategies.
2. Demonstrated well developed project management skills, including project planning, budgeting, coordination, implementation and evaluation.
3. Demonstrated well developed written communication skills and the ability to analyse and interpret data and prepare reports.
4. Demonstrated well developed verbal communication and interpersonal skills, including presentation skills and ability to establish and maintain effective working relationships with individuals at all levels.
5. Demonstrated well developed conceptual and analytical skills, including the ability to identify problems and generate strategies to address them.

## 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            5 November 2019  
Reference    D19/0521486