

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced	
<b>Division:</b>	<b>Workforce</b>	<b>Effective Date of Document</b> 25 July 2018
<b>Directorate:</b>	<b>Staff Recruitment and Employment Services</b>	
<b>Branch:</b>	<b>Workforce Supply, Mobility and Reform</b>	

**THIS POSITION**

**Title:** Senior Project Officer

**Classification:** Level 6

**Position No:** Generic

**Positions under direct responsibility:** Nil

**REPORTING RELATIONSHIPS**

**TITLE:** Director, Staff Recruitment and Employment Services

**LEVEL:** 9

**POSITION NUMBER:** 00034734

**TITLE:** Manager, Workforce Supply, Mobility and Reform

**LEVEL:** 8

**POSITION NUMBER:** 00035764

**This position and the positions of:**

<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>
Principal Consultant, Workforce Supply Mobility and Reform	Level 7	00027628
Principal Consultant Housing and Transport	Level 7	00013605
Senior Project Officer	Level 6	Various
Senior Project Officer (Leap)	Level 6	00036964
Project Officer	Level 5	00012952
Teach in WA Customer Service Officer	Level 4	00037708
Administrative Assistant	Level 2	00020338
Admin Support Officer	Level 1	00012072

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Senior Project Officer	Level 6	Generic	25 July 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/web/our-organisation/home>.

The Workforce Division comprises Employee Relations, Staff Recruitment and Employment Services, and Workforce Policy and Coordination. The Division is responsible for the provision of a range of human resource functions to Departmental business units and staff at all levels. This includes:

- industrial and employee relations
- workers' compensation, injury management and occupational safety and health
- staffing and employment services
- strategic human resource planning
- strategic human resource policy advice and evaluation

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

The Directorate:

- develops and maintains procedures and processes for recruitment and employment services that meet strategic and operational requirements of the Department
- undertakes risk assessments and develops mitigation strategies to ensure the Departmental objectives are achieved
- manages staff deployment
- develops and implements attraction and retention strategies
- facilitates change and reform to maintain a contemporary approach to recruitment and employment services
- oversees housing and transport services required for regional staff
- oversees processes to support professional eligibility and teacher promotions
- maintains compliance with legislative and Departmental requirements.

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## **ROLE**

The Senior Project Officer:

- contributes to the development, implementation and evaluation of policies, systems, procedures and initiatives related to the attraction and retention of the workforce
- manages specific programs and projects for attracting and retaining teachers and staff in the public education system
- undertakes comprehensive research to identify emerging, trends and issues on a national and international basis pertaining to workforce attraction and retention
- undertakes research on best practice models for attraction and retention and implementing such programs as Departmental initiatives in the sourcing of its human resource talent pool
- manages data and information collections to meet the requirements for reporting purposes, preparing Ministerial responses and briefing notes
- provides advice and information to stakeholders
- assists with the development and preparation of resources for promoting attraction and retention programs, projects and initiatives
- delivers attraction and retention information sessions to large groups of stakeholders
- establishes and maintains effective working relationships with stakeholders and provides representation on committees and working parties.

## **OUTCOMES**

1. Human Resource policies and projects pertaining to workforce attraction and retention are developed, implemented and managed.
2. Current and emerging issues and trends are identified and strategies and policies are developed and implemented which supports best practice for attraction and retention of the workforce.
3. Attraction and retention advice and information is provided to stakeholders.
4. Responses to correspondence, Ministerial requests, briefings and reports are prepared in a timely manner.
5. Resources are prepared and information sessions are delivered to large groups of stakeholders to promote attraction and retention programs, projects and initiatives.
6. Collaborative work is undertaken within the Department and in consultation with other organisations and stakeholders to ensure the successful implementation of Directorate programs and projects.

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## **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 extensive knowledge of current issues, policies and best practice related to contemporary strategic human resource planning and management, including attraction and retention issues.
2. Demonstrated highly developed project management skills, including project planning, coordination, implementation and evaluation.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to identify problems and provide strategies to address issues.
4. Demonstrated highly developed interpersonal skills and ability to work collaboratively in a team and cooperatively with others at all levels and in range of contexts.
5. Demonstrated highly developed written communication and presentation skills, including experience in presenting to large groups of people, and in the preparation of reports, Ministerials and briefing notes.

## **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 25 July 2018**  
**TRIM REF # D18/0388306**