

## Principal Project Officer

### Complex Cases – Reporting, Monitoring and Placement

<b>Position number</b>	00040257
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7.
<b>Reports to</b>	Principal Adviser Complex Cases – Reporting, Monitoring and Placement (At level)
<b>Direct reports</b>	Nil

#### 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 role of Principal Project Officer is to, in collaboration with managers, oversee the design and implementation of a range of projects across Statewide Services, including establishing services designed to support schools and students.

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

#### Key responsibilities

- Manage a number of projects concurrently, including monitor against identified objectives and prepare project plans that reflect timeframes, resource requirements, outcome deliverables and risk impacts.
- Provide project management to strengthen existing services and facilitate the expansion of services to ensure key deliverables of the project are met.
- Contribute to the development of evaluation strategies for projects.
- Undertake research and analysis on a range of issues relating to the implementation, ongoing delivery and review of proposed projects and provide solutions to identified issues.
- Monitor, review and evaluate the effectiveness of projects to identify opportunities for ongoing improvement, including developing and maintaining relevant databases to record information associated with the project.
- Coordinate, prepare and deliver evidence-based, high quality written and verbal advice, including reports, briefings and discussion papers, to facilitate informed decision-making and respond to general enquiries relating to projects and initiatives.
- Participate in, lead and facilitate projects teams and working groups.

- Build and maintain strategic relationships including liaising and negotiating with internal and external stakeholders to achieve positive outcomes.

### **Selection criteria**

1. Demonstrated substantial experience and expertise in managing strategic projects and project management systems and tools in order to meet project outcomes.
2. Demonstrated substantial experience in the planning, analysis, development and evaluation of project and program initiatives in a complex organisation.
3. Demonstrated highly developed written and verbal communication skills with an ability to liaise, consult and negotiate effectively with a range of internal and external stakeholders.
4. Demonstrated highly developed interpersonal skills, including the ability to convey ideas persuasively and develop/foster strategic relationships to achieve identified outcomes.
5. Demonstrated highly developed conceptual, analytical and problem solving skills and a proven ability to provide innovative thinking to identify solutions to complex problems.

### **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            26 February 2020  
Reference    D20/0104757