

## Principal Project Officer – E-Schooling

### Strategy and Projects

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</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 to support schools and enhance student educational outcomes;
- providing coordination, advice and support within the 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 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

- Implement and coordinate online learning initiatives in schools, Education Regions and Central Office contexts, including strategic planning and the development of online tools and services to support schools, teachers and students in relation to effective teaching and learning systems.
- Undertake project management to develop and implement high-quality online tools and services to meet the current and emerging curriculum development and delivery requirements.
- Develop, establish and coordinate policies and strategies related to online learning.

- Provide advice to senior personnel within the Division and the Department on matters pertaining to online learning.
- Provide a consultancy service to stakeholders on research and best practice in online learning for students and staff.
- Provide professional leadership to schools and other Central Office and Education Region Office projects and programs.
- Establish and maintain strategic and collaborative partnerships with the Information and Communication Technology Division.
- Work collaboratively with all areas across the Division, key stakeholders across the Department, external agencies and other educational providers to promote the vision, policy and strategies of the branch.
- Participate in, and lead online learning strategies and collaboratively manages participation in a range of internal and external working groups.
- Represent the Department on internal and external committees and working parties in a range of contexts related to digital resources and online learning.

### **Selection criteria**

1. Demonstrated high level skills and experience in initiating, developing and implementing successful online learning programs, projects or strategies at school, education region or system level.
2. Demonstrated high-level knowledge, understanding and experience with current and developing online learning policies and strategies.
3. Demonstrated ability to provide curriculum leadership and deal effectively with change in the area of online learning services delivery to K-12 education.
4. Demonstrated high-level conceptual and analytical skills, including the ability to develop strategic options and apply strategic thinking to achieve outcomes.
5. Demonstrated highly developed oral and interpersonal communication skills, including the ability to undertake high-level consultations, collaborations and negotiations and provide a customer-focused service.
6. Demonstrated highly developed written communication skills, including experience in the preparation of digital resources and online services, tools and policies.

### **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            12 December 2019  
Reference    D19/0551068