

Project Officer

Teaching and Learning Services

Position number	00039053
Agreement	Public Sector Agreement 2019 (or as replaced)
Classification	Level 4.
Reports to	Manager, Vocational Education and Training Project Team (Level 8)
Direct reports	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 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 Teaching and Learning Services Directorate is responsible for the state-wide delivery of services and support to schools and networks to:

- improve the quality of classroom instruction
- develop the professional capacity of teachers and curriculum leaders
- implement evidence-based approaches to improving teaching and learning in all public schools.

The Vocational Education and Training (VET) project team is responsible for delivering support and services to public schools to assist them in the implementation of VET delivered to secondary school students.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Coordinate, implement and monitor administrative systems and processes for the VET project team.
- Liaise with internal and external stakeholders on VET related matters and contribute to the development of positive working relationships.
- Gather, record and analyse data and program evaluations to inform future planning and reporting.

- Provide executive support to internal and external committees and working groups.
- Assist in preparing Ministerial responses, briefing notes, reports, submissions, correspondence and presentations.
- Provide administrative support for projects and programs, including records and correspondence management and the preparation of resources.
- Provide advice and information to stakeholders on VET-related matters.
- Upload and maintain resources on the project management website.

Selection criteria

1. Demonstrated skills and experience in providing effective administrative support.
2. Demonstrated well developed computer application skills, including a working knowledge of word processing and development and maintenance of databases and spreadsheets.
3. Demonstrated well developed written communications skills and experience in the preparation of briefing notes, submissions and correspondence.
4. Demonstrated well developed oral and interpersonal communication skills, including the ability to liaise effectively with a wide range of individuals and establish and maintain effective working relationships.
5. Demonstrated well developed organisational skills, including the ability to meet deadlines and identify priorities.

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 D19/0556756