

Principal Project Officer – Health and Wellbeing

Workforce Policy and Coordination

Position number	00040181
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Manager, Workforce Policy (Level 8)
Direct reports	Nil

Context

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 Workforce Policy and Coordination Directorate provides strategic leadership, planning and implementation of key Department human resource matters, advice and evaluation of cross-divisional policy and programs, management of professional learning; and develops policy and manages equity and diversity initiatives.

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Key responsibilities

- Lead the development and implementation of health and wellbeing initiatives in accordance with the Department's health and wellbeing policy agenda.
- Undertake project management to develop and implement health and wellbeing policy, programs and initiatives.
- Undertake research related to a range of health and wellbeing areas to inform planning and development of programs and initiatives.
- Design, develop and coordinate a range of health and wellbeing information and resources to support implementation of initiatives.

- Develop, establish and coordinate reporting and evaluation mechanisms related to health and wellbeing planning and related programs and initiatives.
- Establish risk management strategies for health and wellbeing initiatives that are effective and advance the core business of the Department.
- Build and maintain strategic relationships to work collaboratively with all areas across Department divisions, internal and external stakeholders and agencies and providers related to health and wellbeing planning and initiatives.
- Lead and contribute to development work related to the health and wellbeing planning.

Selection criteria

1. Demonstrated high level project management skills applied to health and wellbeing policy, programs and initiatives, including the ability to achieve project deliverables and meet timeframes.
2. Demonstrated high-level research, conceptual, analytical and problem solving skills and ability to provide innovative solutions to complex problems and issues.
3. Demonstrated high-level verbal and interpersonal communication skills with proven ability to undertake complex collaboration, consultation and negotiations.
4. Demonstrated sophisticated written communication skills with the ability to communicate information clearly, effectively and relevant to audience.
5. Demonstrated extensive knowledge and understanding of contemporary human resources issues and trends related to health and wellbeing in large or complex organisations.
6. Demonstrated experience in the design, development and delivery of health and wellbeing information, tools and resources, including the ability to effectively deliver presentations.

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 28 May 2020
Reference D20/0256683