

## Principal Project Officer, Workforce Initiatives

### Workforce Policy and Coordination

<b>Position number</b>	00039940
<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, Workforce Strategic Initiatives (Level 8)
<b>Direct reports</b>	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.

The Principal Project Officer will work with others from across the Department, universities and other organisations and stakeholders on workforce initiatives, including to attract, support and coordinate pre-service teachers undertaking their practicums, and considering a career in public education. This role will have a particular focus on augmenting the supply of quality secondary graduate teachers, including development and implementation of an initiative under which pre-service teachers are employed in schools while completing their teaching qualification.

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

## Key responsibilities

- Plan, manage, monitor, evaluate and report on strategic programs, projects and initiatives in an effective and timely manner.
- Provide high level advice on policies, priorities, initiatives and programs relating to the workforce.
- Undertake high level research and analysis of State, national and international trends, issues and strategies relevant to workforce matters.
- Establish and maintain effective networks and working relationships within the Department and with external stakeholders.
- Investigate and provide solutions to high-risk management issues and problems in an effective and timely manner.

## Selection criteria

1. Demonstrated experience in providing effective leadership and working collaboratively to successfully manage a range of complex workforce projects, initiatives and activities.
2. Demonstrated highly developed interpersonal and verbal communication skills, including undertaking high level consultations and negotiations and ability to convey ideas persuasively, foster strategic relationships and work collaboratively with others at all levels.
3. Demonstrated highly developed written communication skills, including extensive experience in preparing Ministerial responses, briefing notes, reports, proposals and policy documents.
4. Demonstrated highly developed conceptual, analytical and research skills, with the ability to identify and clarify trends, issues and problems and create solutions to complex workforce matters.
5. Demonstrated highly developed organisational skills and initiative, with a proven ability to deliver high quality outcomes on schedule in a demanding environment and under tight timeframes.
6. Demonstrated extensive knowledge and understanding of contemporary workforce and training issues and trends regarding workforce planning and development, particularly as they relate to the public school system.

## 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 March 2020  
Reference    D20/0129225