

Project Officer

Leadership Institute

Position number	00040650
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Manager (Level 8)
Direct reports	Nil

Context

The Leadership Institute:

- supports the Department's strategic objective of building motivated, committed and skilled school leaders able to meet the challenges of providing students with access to an education system dedicated to the highest standards of student achievement
- coordinates, develops and contributes to planning and delivering high-quality professional learning for school leaders
- engages in activities that support school leaders to undertake systematic professional learning that stimulates and supports work-based learning and improvement
- provides a coordinated approach to recognising and valuing professional learning that contributes to work-place learning, career development and promotion, including development of pathways to assist school leaders to engage in quality professional learning that links to university and further study as credit towards their professional qualifications
- refines and develops requirements for the design and delivery of professional learning and develops procedures to monitor their application and success.

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 delivery of professional learning programs for teachers and school leaders across the state.
- Liaise with event participants, stakeholders and contractors on program related matters and contribute to the development of positive working relationships.
- Gather, record and analyse client data and program evaluations to inform future planning and reporting.
- Assist in the preparation of Ministerials, 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 program-related matters.

Selection criteria

1. Demonstrated well developed project management skills, including the ability to manage numerous project tasks and activities simultaneously within time and budget constraints.
2. Demonstrated well developed written communications skills and experience in the preparation of reports and briefing notes.
3. Demonstrated well developed oral and interpersonal communication skills, including the ability to establish and maintain effective working relationships with individuals and groups to achieve project outcomes.
4. Demonstrated well developed computer application skills.
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 24 August 2020
Reference D20/0433574