



Project Officer Intranet Transformation Statewide Services

Position number	Generic
Agreement	Public Sector Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Principal Project Officer, Intranet Transformation – Statewide Services (Level 7)
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 statewide 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 Early Childhood Education, Literacy and Numeracy Directorate is responsible for the development and implementation of systemic policy and strategic planning in literacy and numeracy and early childhood education for Western Australian public schools. The Directorate has responsibility for implementing State and National early childhood education reforms, including a number of National Partnerships and Agreements, which are delivering significant changes to early childhood education in Western Australia. This includes policy leadership for the early years of schooling, and extensive liaison across education sectors and Government and non-Government agencies

Information and knowledge online (Ikon) provides a single entry point for staff to access everything they need to do their job and support them as a staff member. Statewide Services is currently undertaking the Ikon Transformation Project (ITP) which includes the technology solution for setting up the platform, basic functionality for users to access pages related to information and services provided by the Department and development of service descriptions for all business areas in the Department.

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

Key responsibilities

- Assist with the development, implementation and management of the Intranet Transformation Project (ITP) business and planning activities.
- Provide specialist communications advice and support to allocated Statewide Services business areas.
- Provide executive support to ITP groups and meetings, including providing recommendations to service improvements.
- Assist with the preparation and delivery of reports, including the interpretation and analysis of relevant data.
- Assist in the development and delivery of presentations and workshops, including preparing support materials.
- Collaborates with stakeholders on matters relating to ITP implementation.

Selection criteria

1. Demonstrated well developed verbal communication and interpersonal skills, and ability to establish and maintain effective working relationships with individuals at all levels.
2. Demonstrated well developed project management skills with the ability to contribute to team processes and outcomes.
3. Demonstrated considerable skills and experience in writing communications for a range of purposes and audiences including online environments.
4. Demonstrated well developed conceptual and analytical skills, including the ability to identify problems and generate strategies to address them.

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 15 September 2020
Reference D20/0448964