



Project Officer Road Safety and Drug Education

Position number	00041164
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Principal Consultant, Alcohol and Drug Awareness (Education Officer Level 3)
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 a state-wide integration of support to schools and students. This is delivered through regional networks, providing policy advice, resource allocation 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 Road Safety and Drug Education branch is a specialised centre of expertise that provides prevention education to keep children and young people safer. This is achieved by developing initiatives and resources that target early childhood, primary, secondary and non-mainstream education, as well as, parents/carers and the broader education community throughout Western Australia.

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 stakeholders 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 and proficiency with spreadsheets, databases and word processing.
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 8 February 2021
Reference D21/0061723