

Project Officer

The Ngaanyatjarra Lands School

Position number	00023092
Agreement	Public Sector CSA Agreement 2019 , or as replaced
Classification	Level 6
Reports to	Executive Principal
Direct reports	Nil

Context

The Ngaanyatjarra Lands School (NLS) comprises eight campuses situated in very remote Aboriginal Communities across the Western Desert of Western Australia. Whilst the campuses are geographically separated by large distances they operate within a 'one school' model, sharing a foundation of a shared vision, common approaches to teaching and learning and the ongoing development of staff and students. An Executive Principal and administrative team provide centralised management and support on a school-wide basis with principals from each campus completing the leadership team. The communities are bound together by the culture and history of the Ngaanyatjarra, Pitjantjatjara and Pintupi people.

The school is committed to building the agency and leadership of Aboriginal students and educators in order that they can be highly effective in personal and professional pursuits within both their own culture and that of mainstream Australia. The school dedicates both Aboriginal and non-Aboriginal staff to the progression towards authentic and embedded cultural responsiveness. There is a requirement for highly knowledgeable and experienced staff who can facilitate the complexities of inter-cultural, multi-lingual co-design of school and community initiatives. The school ethos is to prepare students for a good life on the Ngaanyatjarra Lands and beyond, with the skills and knowledge required to navigate economical, societal and cultural challenges.

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

Key responsibilities

- Support the Executive Principal and Leadership team for all school operational matters.

- Collaborate with the Executive Principal and Leadership team to provide a localised, Indigenous perspective in ensuring systemic and regional initiatives are planned for and implemented.
- Lead the creation and implementation of a contextualised curriculum approach that encompasses the Western Australian Curriculum and Ngaanyatjarra, Pitjantjara and Pintupi language and culture.



- Provide a liaison and consultancy role between local communities and the school in order to provide advice and feedback to the Executive Principal and as part of the NLS Leadership Team.
- Is the first point of contact for School and Regional /Central office staff in relation to service provision within the Ngaanyatjarra Lands.
- Support and facilitate the implementation of professional development packages.
- Provide advice and information to the Executive Principal and Campus principals on issues related to project implementation.
- Prepare or contribute to briefings, reports and ministerials on emerging trends, developments and issues in the Ngaanyatjarra Lands relating to the performance of campuses.
- Provide executive support for reference group meetings and represent the School at an interagency level.
- Provide key policy and strategic advice in the development and implementation of an overarching business plan for the Ngaanyatjarra School in collaboration with key stakeholders.
- Manage departmental resources within the Ngaanyatjarra School
- Provide high quality input into the design, facilitation and implementation of the remote schools induction program.

Selection criteria

1. Demonstrated considerable knowledge and understanding of current initiatives, policies and issues relating to the project.
2. Demonstrated highly developed interpersonal skills with the ability to work collaboratively in a team environment and cooperatively with others at all levels and in a range of contexts.
3. Demonstrated skills and experience in developing programs and strategies which have a customer focus and support program implementation.
4. Demonstrated well developed conceptual and analytical skills with the ability to identify and clarify issues and problems and generate strategies to address them.
5. Demonstrated well developed written and oral communication skills for a range of specific purposes and audiences. **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 18 August 2021 Reference
D21/0316187

