



Project Officer – Universal Access

Early Childhood Education

Position number	00028634
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Manager, Early Childhood Education (Level 8)
Direct reports	Nil

Context

The Early Childhood Education Branch, within the Department's Statewide Services Division, is responsible for developing and implementing systemic policy and strategic planning in early childhood education for Western Australian public schools.

The Branch 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.

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

Key responsibilities

- Provide assistance for the implementation of the Council of Australian Government Universal Access initiative, including researching specific data relating to workforce development, staffing and student population projections.
- Analyse written information to input into specific databases for the Universal Access initiative implementation.
- Assist with the preparation of reports, briefings and correspondence pertaining to the Universal Access initiative and Branch matters.
- Provide executive support to relevant consultative groups, Branch meetings and workshops, and initiate follow-up action/s when required.
- Manage finances for the Universal Access initiative.
- Communicate with schools and stakeholder agencies on the Universal Access initiative.

Selection criteria

1. Demonstrated research, analytical and problem-solving skills with an ability to achieve comprehensive, accurate and timely outcomes against a defined project brief.
2. Demonstrated sound written communication skills, including the ability to prepare reports, briefings and correspondence.
3. Demonstrated sound oral communication and interpersonal skills with the ability to liaise effectively with individuals, groups and organisations.
4. Demonstrated ability to plan, coordinate, assist and contribute to the achievement of project outcomes.
5. Demonstrated sound organisational skills with an ability to work independently and as part of a team.

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 30 September 2020
Reference D20/0349387