

## Principal Project Officer – Incident Notification

### School Performance

<b>Position number</b>	00039381
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, School Performance (Level 8)
<b>Direct reports</b>	Senior Information Analyst (Level 6) Information Analyst (Level 5)

#### Context

The System and School Performance Directorate has two branches – System Performance and School Performance. The Directorate's purpose is to:

- develop, disseminate and support Departmental policies and frameworks related to performance, research, Gifted and Talented and accountability
- collect, analyse and provide performance and statistical information to meet planning, reporting and resource allocation requirements and enhance Departmental decision making
- provide information and support to external agencies and the wider community about public schools
- Manage the On-entry Assessment program, Reporting to Parents (RTP), the application and selection processes for Gifted and Talented programs, the administration of Notices of Arrangement and the Online Incident Notification System (OINS).

The School Performance Branch provides services and has a major role in the following areas:

- developing and implementing a school accountability policy framework
- providing tools and advice to support school leaders and those responsible for reviewing school performance and supporting school improvement
- providing analysis and advice related to school accountability and school and student performance
- providing professional learning related to the analysis and interpretation of school and student level performance information
- developing, enhancing and maintaining key information systems and datasets related to school and student performance
- managing the Online Incident Notification System (OINS) including quality assuring and reporting data
- managing the On-entry Assessment Program

- providing strategic direction, policy advice, resource allocation and program monitoring for the Department's Gifted and Talented programs and identifying and selecting students for these programs.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out about the Department of Education.

### Key responsibilities

- Implement, coordinate and support school online incident notification, collection and reporting.
- Monitor, review and evaluate the effectiveness of school online incident notification, collection and reporting to make recommendations for improvement to senior management, relevant committees and other relevant interest groups.
- Provide input to the development of policy, implementation frameworks, annual project plans and other key documentation.
- Build and maintain strategic relationships with key stakeholders to facilitate improved school incident notification, collection and reporting and participate in appropriate committees and other working groups.
- Consult and negotiate with a wide range of stakeholders to develop and support the implementation of improved school incident notification, collection and reporting.
- Provide professional advice to individuals and groups relating to school incident notification, collection and reporting.
- Undertake research to identify emerging trends and issues related to school incident notification, collection and reporting.
- Prepare high-level briefings, research and discussion papers for presentation to senior management.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

### Selection criteria

1. Demonstrated extensive knowledge and experience in managing and supporting incident notification, collection and reporting, including substantial knowledge of the relevant policies and procedures.
2. Demonstrated high-level project and program management skills, including ability to implement processes to facilitate monitoring, reporting and successful delivery.
3. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
4. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials, briefing notes and policy.
5. Demonstrated highly developed conceptual, analytical and problem solving skills and experience in applying strategic thinking to achieve outcomes and implement effective change management strategies to achieve educational outcomes.
6. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.

## 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 23 April 2021  
Reference D21/0199537