



Project Support Officer Program Kaartdijin

Position number	00041961
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 5
Reports to	Executive Director, Projects
Direct reports	Nil

Context

Program Kaartdijin (the Program) has been established to develop a functionally fit, technologically robust solution to replace the current School Information System (SIS) and include additional information capture and reportability. The Program focuses on providing short term solutions as well as a longer term solution that meets the operational needs of schools and the reporting and management needs of the Department at large. The Program vision is to provide a contemporary administrative and finance solution connecting people, processes and systems for school communities now and into the future. The Program values are:

- Integrity in all we do
- Open and transparent communication
- Collaborative approach – Shared goals and objectives
- Commitment and Cooperation
- Value all contributions
- Exceptional customer service

The Kaartdijin Program Management Office (PMO) will be aligned to the Department's Information and Communication Technology (ICT) PMO, and ensure program delivery and reporting standards are maintained.

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Key responsibilities

- Assist with the development, implementation and management of the Kaartdijin Program Management Office (KPMO) system, framework, methodologies and tools by maintaining agile project management principles.
- Support the Program by regularly monitoring, evaluating and reporting on key program metrics against agreed baseline.
- Provide professional advice and support to the Program team on a range of matters related to the KPMO system, framework, methodology and tools.

- Assist with the preparation of Program Management, ICT and Board reports, including research and the interpretation and analysis of relevant data.
- Develop and deliver presentations to relevant stakeholders on PMO related matters as required.
- Collaborate and liaise with internal and external stakeholders on matters relating to KPMO.
- Provide financial and administrative support for the Program, including coordination and preparation of correspondence and briefing notes; creating and maintaining financial models; and management of budget systems and processes.
- Provide executive support at Program Board, Program Team and Program Sub Committee meetings, including recording proceedings.
- Maintain effective records and information databases in accordance with the Department's record keeping policy.

Selection criteria

1. Demonstrated well developed project management skills, including project planning, budgeting, coordination, implementation and evaluation.
2. Demonstrated well developed written communication skills and the ability to analyse and interpret data and prepare reports.
3. Demonstrated well developed verbal communication and interpersonal skills, including presentation skills and ability to establish and maintain effective working relationships with individuals at all levels.
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 27 October 2021
Reference D21/0651718