



## Principal Project Officer

### Service Design and Support

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Projects (Level 8)
<b>Direct reports</b>	Nil

### Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Service Design and Support provides the shared functions and support needed to provide better services to schools. It also coordinates, implements and supports programs, initiatives, and special projects. Its purpose is to provide strategy, policy and program oversight and operational support to Statewide Services.

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

### Key responsibilities

- Implement, coordinate and support the reform programs and special projects, including digital strategies and resources
- Identify reform priorities in consultation with key stakeholders and coordinate provision of appropriate and sustainable programs for the Department.
- Continually monitor, review and evaluate the effectiveness of reform programs and special projects to identify opportunities for continuous improvement, and report progress 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 achievement of the Department's reform objectives 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 related strategies and initiatives.
- Provide professional advice to individuals and groups relating to special projects, reform initiatives and programs.
- Undertake research to identify emerging trends and issues related to reform planning and development for education.
- Prepare high-level briefings, research and discussion papers for presentation to senior management.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

### **Selection criteria**

1. Demonstrated high-level project and program management skills, including ability to implement processes to facilitate monitoring, reporting and successful delivery.
2. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
3. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerial communication, briefing notes and policy.
4. 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.
5. 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
- 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 [29 October 2021](#)  
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