



Principal Project Officer Service Delivery

Position number	00040991
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 7
Reports to	Manager, Primary, Early Childhood and Education Support (Level 8)
Direct reports	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 Delivery is the key interface with schools. Its purpose is to plan, coordinate and deliver targeted services that support schools and regions to improve student achievement.

This Primary, Early Childhood and Education Support Directorate provides coordinated primary, early childhood and education support expertise to regions and to schools identified as requiring support.

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

Key responsibilities

- Develop, implement and review policies, systems, services and processes for early childhood education in Western Australian public schools.
- Coordinate and provide professional advice and support to schools and regions on Universal Access.
- Collaborate and negotiate with key stakeholders across a broad range of settings within the public and Non-government school sectors, Non-Government organisations and partner agencies on early childhood education matters.

- Provide representation on committees, and develop strategies for consultation with stakeholders in public and Non-government schools, and other agencies in relation to early childhood education.
- Monitor, review and evaluate the effectiveness of strategies for continuous improvement to implementing Universal Access to Early Childhood Education in schools, with particular attention to improving early childhood pedagogical practice under the National Quality Standard (NQS).
- Support public schools with implementation of the NQS, including on-site Verification visits as required.
- Work collaboratively to develop and deliver early childhood education professional learning.
- Prepare reports, correspondence, briefings, and responses to general enquiries on early childhood education matters.
- Work within and across teams and business units to integrate service, support and advice to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated highly developed skills, knowledge and experience in the application of policies, procedures and issues associated with early childhood education initiatives.
2. Demonstrated highly developed oral and interpersonal communication skills, with the ability to consult, negotiate effectively and maintain collaborative partnerships with internal and external stakeholders.
3. Demonstrated highly developed written communication skills, including experience in preparing reports, briefings and general correspondence.
4. Demonstrated substantial experience in initiating, developing, coordinating and managing programs, projects or strategies in an educational setting.
5. Demonstrated highly developed research, conceptual and analytical skills including the ability to analyse data and provide innovative solutions to strategic and complex problems and issues.

Eligibility and training requirements

Employees will be required to:

- hold a recognised teaching qualification and be currently registered or eligible for registration to teach in Western Australia
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- hold or obtain a current valid 'C' class Western Australian driver's licence
- 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 14 April 2022
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