



Projects and Support Officer

Professional Capability

Position number	00041111
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 4
Reports to	Manager, Disability and Inclusion (Level 8)
Direct reports	Administrative Assistant (Level 2)

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.

Professional Capability drives the ongoing development of our school facing workforce. Its purpose is to build professional capability to improve student achievement by enabling teaching and leadership excellence.

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

Key responsibilities

- Support implementation of system strategies and priorities.
- Support development and delivery of professional learning resources to strengthen the capability of the profession.
- Support policy, resources and services to improve student outcomes.
- Support and coordinate provision of subject matter expertise as required to inform and contribute to system responses such as briefings, reports and ministerials.
- Support the planning, implementation and evaluation of projects, programs and initiatives.
- Liaise with internal and external stakeholders to support the development, delivery and implementation of policies and initiatives.

- Coordinate, implement and monitor administrative systems and processes for Statewide Services.
- Gather, record and analyse data and program evaluations to inform future planning and reporting.
- Provide executive support to internal and external committees and working groups.
- Assist in preparing written documentation including; Ministerial responses, briefing notes, reports, submissions, correspondence and presentations.
- Provide administrative support for projects and programs, including records and correspondence management and the preparation of resources.
- Upload and maintain electronic and online resources related to project management.
- Undertake financial and administrative duties, including identifying procurement needs and arranging the purchase of assets, goods and services in accordance with policy and procedures.
- Assist in the negotiation, management and monitoring of contracted services and the procurement of goods within budget and in accordance with buying policies and procedures.
- Provide support to senior staff within the Branch in coordinating human resource activities and operations in accordance with policies and procedures.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.
- Work within and across teams and business units to integrate service, support and advice to schools and the system.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated proficiency in providing administrative services, including experience in technical systems and database support, executive services and administering and reporting on financial systems and budgets.
2. Demonstrated well developed written communication skills and the ability to prepare correspondence, briefing notes, and guidelines.
3. Demonstrated well developed verbal and interpersonal communication skills, including the ability to liaise effectively with people at all levels and to work effectively in a team environment.
4. Demonstrated well developed conceptual and analytical skills, including the ability to identify and clarify issues and generate strategies to address them.
5. Demonstrated well developed organisational skills with the ability to prioritise tasks to meet deadlines and work autonomously and collaboratively within a team environment.

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 15 February 2022
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