

Learning Systems Project Officer

Service Design and Support

Position number	00038734
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 5
Reports to	Manager, Capability 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 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 to find out more information about the Department of Education.

Key responsibilities

- Provide specialist advice and support in relation to the design, development, monitoring, evaluation and distribution of online professional learning resources and the implementation and management of learning systems.
- Maintain an awareness of contemporary training, development and assessment trends, issues, methodologies, and standards relating to workplace and adult learning and the application of digital/virtual learning approaches.
- Assist with the design, development, monitoring, quality assurance and distribution of online professional learning programs and resources.
- Provide specialist learning management and information systems, design, reporting and online resource development advice to support branch, divisional or Departmental initiatives.

- Assist in developing online strategies and procedures that support professional learning initiatives.
- Initiate, manage, develop, and implement systems and reporting as required and undertake analyses to guide service improvement.
- Provide specialist expertise to support projects and undertake quality assurance assessments to inform the production of quality learning materials and resources suitable for online learning.
- Evaluate and review existing online learning programs and resources and coordinate any required changes within procedural and timeline constraints.
- Develop and maintain working relationship with other branches to promote Department initiatives and ensure the integration of best practice in relation to online learning development, delivery, and evaluation.
- 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 knowledge of the current initiatives, policies and issues in relation to online tools and systems for professional learning.
2. Demonstrated well developed written, oral and interpersonal communication skills, including the ability to liaise effectively with a wide range of stakeholders with a proven ability to work in a customer focused team.
3. Demonstrated well developed information system analysis, design and reporting skills and substantial experience in an educational resource creation, development and management environment.
4. Demonstrated well developed conceptual and analytical skills, including the ability to identify issues and generate strategies to deliver key project outcomes.
5. Demonstrated well developed organisational and project management skills, including the ability to deliver products, services and projects within agreed 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 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 13 December 2022
Reference D22/0882400