

Principal Project Officer – Preschool Reform Agreement Service Delivery

Position number	00042422
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 7
Reports to	Manager, Preschool Reform Agreement
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.

The 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

- Research, develop, implement and monitor Preschool Reform Agreement initiatives, projects, strategies and guidelines.
- Work collaboratively with key internal and external stakeholders to implement and consolidate State reforms under the Preschool Reform Agreement.

- Support public schools with their implementation of reforms under the Preschool Reform Agreement and the associated reporting requirements.
- Work collaboratively to develop and deliver early childhood professional learning to implement Preschool Reform Agreement reforms.
- Prepare reports, briefings and correspondence.
- Represent the Department on advisory groups and committees as required.
- Work within teams and across business units to ensure integrated service delivery.
- Provide professional advice to senior officers within the division and the Department relating to Department initiatives.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated high level project management skills with the ability to manage and respond effectively to business priorities and work collaboratively to manage a range of complex projects.
2. Demonstrated conceptual, analytical and research skills with the ability to develop projects, initiatives, strategies and guidelines.
3. Demonstrated highly developed oral communication and interpersonal skills with the ability to facilitate, negotiate and consult effectively at all levels within the public and private sectors.
4. Demonstrated highly developed skills and experience in planning and implementing professional learning.
5. Demonstrated high-level written communication skills in developing reports, briefings and correspondence.

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
- hold or obtain a current valid 'C' class Western Australian driver's licence
- 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 11 January 2023
Reference D23/0002205