



Principal Program Director

Program Kaartdijin

Position number	00040549
Agreement	Award Free
Classification	DEANE
Reports to	Deputy Director General, Schools
Direct reports	Various Program Staff

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 their next step into the workforce or further education.

Program Kaartdijin (the Program) has been established to develop a functionally fit, technologically robust solution to replace the current School Information System (SIS) and include additional information capture and reportability. The Program focuses on providing short term solutions as well as a longer-term solution that meets the operational needs of schools and the reporting and management needs of the Department at large. The Program vision is to provide a contemporary administrative and finance solution connecting people, processes and systems for school communities now and into the future.

The Program values are:

- Integrity in all we do
- Open and transparent communication
- Collaborative approach – Shared goals and objectives
- Commitment and Cooperation
- Value all contributions
- Exceptional customer service

The Kaartdijin solution will also impact the data collected and distributed centrally for the purposes of data consolidation and validation, downstream application management and system reporting, the Program has the responsibility for ensuring that existing technical solutions, including applications, systems and products, are appropriately managed and configured, via ICT and business area stakeholder negotiation and engagement, to continue to meet business needs.

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

Key responsibilities

Leadership and Strategic Management

- Lead, manage and direct the delivery of the Program and associated operationally critical high risk projects.
- Provide strategic advice for informed decision-making by the Director General, Program Board, Program Control Group and senior management regarding all aspects of the Program.
- Oversee the development of the Program Business Case.
- Liaise, consult and negotiate with senior management to help shape the forward planning necessary for the Program's key deliverables.
- Monitor and assess project critical issues and risks affecting the Program and develop strategies to ensure timelines for the Program and associated projects are met.
- Review key deliverables and recommendations for Program Board and Program Control Group approval.
- Oversee the development of effective implementation and communication strategies for the Program.
- Ensure all stakeholders remain up to date of developments and changes to SIS Classic operating functionality.
- Represent the Program at forums.
- Work collaboratively with other leadership teams within the Department to ensure Program objectives are met.
- Contribute to the strategic direction and priorities of the Department consistent with strategic directions for the public school system.
- Promote and support cultural responsiveness that reflects expectations in the Aboriginal Cultural Standards Framework.
- Maintain, promote and model ethical practice and appropriate standards of conduct and behaviour that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.
- Model the importance of health, safety and wellbeing and ensure compliance with the health and safety policies of the Department and the *Work Health and Safety Act 2020*.

Accountability and Quality Assurance

- Ensure governance process and procedures implemented are consistent with the Department's accountability framework and promote accountability for delivery of the Program's outcomes.
- Ensure statutory obligations are met and Department policies, procedures and processes are appropriate and compliant when the Program is implemented.
- Ensure the quality assurance processes, financial management, human resources management, risk management and the approval and monitoring of the Program and associated projects occurs.
- Develop collaborative strategies to improve Program and project implementation processes by applying identified local, national and international best practices.

People Management

- Establish and maintain effective partnerships and networks with internal and external stakeholders to achieve program and project objectives.
- Proactively manage the needs of internal and external stakeholders.
- Develop and maintain links across the Department to work collaboratively to progress the Program.
- Oversee effective processes for the merit selection of staff, ensuring the principles of equity and equal employment opportunity are adhered to at all times.
- Establish a leave management plan and manage employees' leave entitlements in accordance with industrial instruments and Department policy.

- Implement performance management, foster on-going professional development and ensure opportunities are provided which maximise staff capabilities to deliver quality educational outcomes.

Policy Development and Implementation

- Contribute to the development and implementation of policies and plans which are responsive to emerging trends and issues in relation to the Program's key deliverables.
- Encourage reflection, innovation, research and policy development relating to the Program and associated projects.

Resources Management

- Provide quality input to the requirements for adequate resourcing for the Program, ensuring allocation of resources is linked with timelines for key deliverables.
- Work collaboratively with key stakeholders to ensure access to resources comply with Program needs moving forward.
- Review and make recommendations for the effective use of physical, financial and human resources to achieve Program timelines.

Community Relations

- Liaise with senior staff within the Department, other agencies and members of the community to promote the Program objectives and address any issues related to the Program.
- Provide accurate and timely information on the Program to stakeholders, including professional associations.
- Respond to requests for Ministerial and other Government requirements regarding the Program as appropriate.

Selection criteria

Shapes and manages strategy

- Inspires a sense of purpose
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

Achieves results

- Builds organisational skills and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results
- Manages financial and physical resources in a constrained environment

Builds productive relationships

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Engages with risk and shows personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and a commitment to personal development

Communicates and influences effectively

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates persuasively.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching 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
- 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.

DIRECTOR GENERAL

Signature 

Date 18/4/23