



Senior Project Officer Service Delivery

Position number	00041850
Agreement	Public Sector CSA General Agreement 2021 (or as replaced)
Classification	Level 6
Reports to	Manager, Secondary Schools, District High Schools and Post-School Pathways (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.

The Secondary Schools, District High Schools and Post-School Pathways Directorate provides coordinated expertise to regions and secondary schools identified as requiring support.

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

Key responsibilities

- Assist in the development, implementation, monitoring and evaluation of programs, projects, policies, procedures and guidelines.
- Conduct research and analysis of data and information to identify project effectiveness, issues and opportunities for continuous improvement and prepare briefings and discussion papers to senior management, committees and other interest groups.
- Identify project priorities in consultation with key stakeholders and coordinate the provision of appropriate and sustainable outcomes for the Department, teachers and students.

- Collect, analyse and interpret data and other contextual information to assist in the planning and development of protocols and procedures.
- Prepare reports, briefing notes, correspondence and responses to queries related to the work of the team.
- Establish and maintain effective working relationships with internal and external stakeholders, working with other teams on shared priorities to deliver integrated services and support to schools, teachers and/or students.

Selection criteria

1. Demonstrated considerable knowledge and understanding of the current legislation, policies, processes and issues related to the context of the role.
2. Demonstrated highly developed project management skills, with a proven ability to deliver outcomes on schedule and under tight timelines.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to deal effectively with change and generate innovative solutions.
4. Demonstrated highly developed verbal and interpersonal communication skills with the ability to build partnerships and integrate services both within and beyond the Department.
5. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of reports, correspondence and briefings.

Eligibility and training requirement

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 5 October 2022
Reference D22/0736534