



## Principal Project Officer – Preschool Reform Agreement Service Delivery

<b>Position number</b>	00042347
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Preschool Reform Agreement (Level 8)
<b>Direct reports</b>	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.

This 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.

The Principal Project Officer – Preschool Reform Agreement will have a key role in implementing the 3 key reforms of the Preschool Reform Agreement 2022-2025:

- Commonwealth Funding Follows the Child
- Preschool (Kindergarten) attendance measure
- Preschool outcomes measure.

Visit [education.wa.edu.au](http://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 National and State reforms under the Preschool Reform Agreement.
- Prepare reports, briefings and other documents as required.
- Contribute to change management projects relevant to the Statewide Services.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.
- 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 and understanding of current policies that impact on primary, early childhood and education support.
2. 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.
3. Demonstrated conceptual, analytical and research skills with the ability to develop projects, initiatives, strategies and guidelines.
4. Demonstrated high-level written communication skills in developing reports, briefings and correspondence.
5. Demonstrated highly developed oral and interpersonal communication skills with the ability to negotiate and consult effectively at senior levels in the private and public sectors.

## Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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 17 April 2024  
Reference D24/0269676