



Program Kaartdijin Training Officer

Program Kaartdijin

Position number	Generic
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Manager, Program Kaartdijin (Level 8)
Direct reports	Nil

Context

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

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Key responsibilities

Specialist Services

- Undertake research to identify, design and deliver state-wide customer education and training sessions and workshops in relation to using the new Program Kaartdijin solution.



- Monitor and evaluate ongoing training programs relative to Program Kaartdijin implementation and implement improvements and changes as required.
- Maintain an expert awareness of contemporary training, development and assessment trends, issues and methodologies.
- Attend and present sessions at conferences and associations.
- Report on activity levels, outcome and resource use in relation to Program Kaartdijin implementation training and development.

Management and Project Support

- Provide leadership, advice and coordination on learning and development strategy with respect to Program Kaartdijin implementation, including competency-based training and assessment.
- Manage a coordinated and systematic approach to training programs and professional learning support for Program Kaartdijin in terms of school administration, student administration and school finance practices.
- Coordinate the development of Program Kaartdijin training programs and training materials.
- Assist in ensuring compliance with the Branch, Division and Department policies, procedures and standards.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Program Kaartdijin goals and facilitates accomplishment of designated roles and deliverable.
- Provide leadership to and supervision of staff that attend training, encourage and assist with the development and implementation of frameworks and strategies to ensure effective implementation of Program Kaartdijin.

Customer and Stakeholder Management and Liaison

- Liaise with internal and external stakeholders in relation to their learning and development needs to enable them to effectively deliver their business objectives.
- Work in collaboration with the Program Kaartdijin team to identify trends and areas for improvement then develop and deliver training programs.
- Coordinate training and development activities and resources to meet customer needs.
- Contribute to the development and maintenance of a strong working relationship with principals and managers across the Department.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.

Selection criteria

1. Demonstrated considerable experience in identifying, designing, developing, delivering and evaluating technical training and development programs and activities.
2. Demonstrated well developed skills in leading, managing, facilitating and working in a team environment, including the ability to prioritise and delegate work and lead training programs and courses.
3. Demonstrated well developed skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.

4. Demonstrated well developed interpersonal and verbal communication skills to undertake consultation, collaboration, negotiation and to deliver training programs and courses.
5. Demonstrated well developed written communication skills, including experience in the development of training and development programs and courses.
6. Demonstrated well developed analytical and conceptual skills to provide innovative solutions to complex problems.

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 26 October 2023
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