



Project Manager

Program Kaartdijin

Position number	00043241
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 8
Reports to	Principal Program Director
Direct reports	Various

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

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

Specialist Services

- Lead and manage research and analysis of student, school and system level data to inform strategic direction and provide options for action.
- Coordinate and support a consistent and rigorous approach to project management and risk assessment for projects of Program Kaartdijin.
- Enable the delivery of solutions to allow mobile and platform independent end user consumption through the effective use of adaptive and responsive design and build methods.
- Deliver a middleware of solutions and services that allow more flexible and rapid deployment of business solutions.
- Ensure that testing approaches are appropriately comprehensive, that evidentiary trails of testing outcomes and plans are maintained and that the approach to testing across all environments is refreshed and reflective of changing circumstances.
- Investigate, analyse and manage complex issues, policies and practices associated with departmental projects and programs in order to identify and alleviate potential problems and to develop appropriate solutions.

Leadership and Management

- Ensure the effective development, integration, interfacing and initial deployment of technology solutions covering a range of products and services.
- Develop, maintain and apply testing and software assurance policies, processes and procedures both with internal teams and external contractors.
- Prepare high level reports, briefing notes, discussion papers and Ministerial communications.
- Deploy project resources to ensure they are available to address the Programs strategic plans, contractual obligations and other organisational priorities
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Client and Stakeholder Management

- Provide high-level advice to the Principal Program Director, Program Sponsor, Chief Information Officer and senior managers in relation to the Kaartdijin solutions development and maintenance and testing and assurance functions.
- Build strategic alliances with customers, stakeholders, interest groups and across the Department to enable development, acceptability and achievement of designated outcomes and to promote service capabilities.
- Represent ICT, as required, on departmental and across Government committees and working parties.
- Consult with internal and external stakeholders to establish and maintain effective partnerships and relationships with government agencies and other organisations.
- Establish and manage contractors and project teams assigned to Kaartdijin reform and initiatives

Role Specific Selection criteria

- Demonstrated high-level analytical and conceptual skills, including the ability to interpret student, workforce and financial data to identify trends, risk and issues and to provide innovative solutions to complex problems.
- Demonstrated high-level skills and substantial knowledge and experience in system level project management, including Information and Technology projects, with the ability to

assess risks, identify opportunities and meet budgets and timelines using appropriate management of human and financial resources.

Generic Selection criteria

Implements and manages strategy

- Translates strategy into operational goals and creates a shared sense of purpose within the business unit.
- Engages others in the strategic direction of the work area, encourages their contributions and communicates expected outcomes.
- Considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area.
- Understands objective, critical analysis and distils the core issues.

Achieves results

- Evaluates performance and identifies critical success factors.
- Establishes clear plans and timeframes for task implementation and outlines specific activities.
- Strives to achieve and encourages others to do the same.
- Monitors progress and identifies risks that may affect outcomes and adjusts plans as required.

Builds productive relationships

- Builds and sustain relationships with a network of key people internally and externally.
- Recognises shared agendas and works towards mutually beneficial outcomes.
- Brings people together and encourages input from key stakeholders.

Exemplifies personal integrity and self-awareness

- Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints.
- Take personal responsibility for meeting objectives and progressing work; and commits energy and drive to see that goals are achieved.
- Persist and focuses on achieving objectives even in difficult circumstances.

Communicates and influences effectively

- Confidently presents information in a clear, concise and articulate manner and translates information for others.
- Approaches negotiations with a strong grasp of key issues, having prepared well in advance.
- Anticipates the position of the other party and adapts approach accordingly.
- Encourages the support of relevant stakeholders.

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 17 January 2023

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