



Senior Project Officer

Workforce Supply, Mobility and Reform

Position number	00020593
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Principal Consultant, Workforce Supply, Mobility and Reform (Level 7)
Direct reports	Project Officer (Level 5) Project Officer (Level 3)

Context

The Staff Recruitment and Employment Services Directorate provides a human resource consultancy service to principals, line managers and staff in schools, central and regional offices.

Our team offer support with:

- the attraction, recruitment and appointment of quality staff
- position and salaries budget management
- case management of employees requiring placement
- the housing and transport of rural and remote staff.

For further information, please visit the [Department's website](#).

Key responsibilities

- Contribute to developing, implementing and evaluating policies, systems, procedures and initiatives related to attraction and retention of the workforce.
- Manage specific programs and projects for attracting and retaining teachers and staff in the public education system.
- Undertake comprehensive research to identify emerging, trends and issues on a national and international basis pertaining to workforce attraction and retention.
- Undertake research on best practice models for attraction and retention and implementing such programs as Departmental initiatives in sourcing its human resource talent pool.
- Manage data and information collections to meet requirements for reporting purposes, preparing Ministerial responses and briefing notes.

- Provide advice and information to stakeholders.
- Assist with developing and preparing resources for promoting attraction and retention programs, projects and initiatives.
- Deliver attraction and retention information sessions to large groups of stakeholders.
- Establish and maintain effective working relationships with stakeholders and provide representation on committees and working parties.
- Manage and support team members, coordinate allocation and timely completion of tasks and reviews and implement improvements.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated extensive knowledge of current issues, policies and best practice related to contemporary strategic human resource planning and management, including attraction and retention issues.
2. Demonstrated highly developed project management skills, including project planning, coordination, implementation and evaluation.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to identify problems and provide strategies to address issues.
4. Demonstrated highly developed interpersonal skills and ability to work collaboratively in a team and cooperatively with others at all levels and in range of contexts.
5. Demonstrated highly developed written communication and presentation skills, including experience in presenting to large groups of people, and in the preparation of reports, Ministerials and briefing notes.

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 three 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 six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 25 May 2020
Reference D20/0246257