



Project Support Officer Program Kaartdijin

Position number	00041961
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 5
Reports to	Principal Consultant – Kaartdijin Project (Level 7)
Direct reports	Nil

Context

The Schools Group develops overall strategic directions for promoting and developing Government schools. The Group is responsible for:

- providing educational leadership to regions and schools
- leading responses to operational initiatives including exclusions, student safety, home schooling and Agricultural Education
- implementation of a new school information system across all public schools
- promoting excellence in teaching practice and learning outcomes
- developing and implementing operational policies to achieve outcomes
- setting directions for the delivery of services to schools.

Program Kaartdijin (the Program) has been established to procure and configure a functionally fit, technologically robust solution to replace the current School Information System (SIS) used in more than 800 public schools across Western Australia. The Program vision is to provide a contemporary school and student administration, timetabling and finance solution connecting people, processes and systems for school communities now and into the future.

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

Key responsibilities

- Assist with the development, implementation and management of systems, framework, methodologies and tools related to the Program.
- Support the Principal Consultant and Senior Responsible Officer by regularly monitoring, evaluating and reporting on key program metrics against agreed baseline.
- Provide professional advice and support on a range of matters related to the Kaartdijin Program Management Office (KPMO) system, framework, methodology and tools.
- Assist with the preparation of Program Management, Information and Communication Technology (ICT) and Board reports, including research and the interpretation and analysis of relevant data.

- Develop and deliver presentations to relevant stakeholders as required.
- Collaborate and liaise with internal and external stakeholders as required.
- Provide financial and administrative support, including coordination and preparation of correspondence and briefing notes; creating and maintaining financial models; and management of budget systems and processes for the endorsement of the Senior Responsible Officer.
- Provide executive support at Program Board, Program Team and Program Sub Committee meetings, including recording proceedings.
- Maintain effective records and information databases in accordance with the Department's record keeping policy.

Selection criteria

1. Demonstrated well developed project management skills, including project planning, budgeting, coordination, implementation and evaluation.
2. Demonstrated well developed written communication skills and the ability to analyse and interpret data and prepare reports.
3. Demonstrated well developed verbal communication and interpersonal skills, including presentation skills and ability to establish and maintain effective working relationships with individuals at all levels.
4. Demonstrated well developed conceptual and analytical skills, including the ability to identify problems and generate strategies to address them.

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 30 May 2024
Reference D24/0375834