



## Project Officer – Preschool Reform Agreement Service Delivery

<b>Position number</b>	00028634
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager, Preschool Reform Agreement (Level 8)
<b>Direct reports</b>	Nil

### Context

The Primary, Early Childhood and Education Support (PECES) Branch, within the Department's Statewide Services Division, is responsible for developing and implementing systemic policy and strategic planning in early childhood education for Western Australian public schools.

The Branch has responsibility for implementing state and national early childhood education reforms, including a number of National Partnerships and Agreements, which are delivering significant changes to early childhood education in Western Australia. This includes policy leadership for the early years of schooling and extensive liaison across education sectors and government and non-government agencies.

The Project Officer – Preschool Reform Agreement will support the implementation of 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

- Provide assistance for the implementation of the Council of Australian Government Preschool Reform Agreement including researching specific data relating to workforce development, staffing and student population projections.
- Analyse written information to input into specific databases for the Preschool Reform Agreement and the 3 key reforms.
- Assist with the preparation of reports, briefings and correspondence pertaining to the Preschool Reform Agreement and Branch matters.
- Provide executive support to relevant consultative groups, Branch meetings and workshops, and initiate follow-up action/s when required.

- Manage finances for the Preschool Reform Agreement and relevant budgets for the Branch.
- Communicate with schools and stakeholder agencies on the Preschool Reform Agreement and 3 key reforms.

### **Selection criteria**

1. Demonstrated research, analytical and problem-solving skills with an ability to achieve comprehensive, accurate and timely outcomes against a defined project brief.
2. Demonstrated sound written communication skills, including the ability to prepare reports, briefings and correspondence.
3. Demonstrated sound oral communication and interpersonal skills with the ability to liaise effectively with individuals, groups and organisations.
4. Demonstrated ability to plan, coordinate, assist and contribute to the achievement of project outcomes.
5. Demonstrated sound organisational skills with an ability to work independently and as part of a team.

### **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            24 May 2024  
Reference    D24/0361546