



## Senior Project Officer

### Program Kaartdijin

<b>Position number</b>	00043535
<b>Agreement</b>	Public Sector CSA Agreement 2022 (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Program Director
<b>Direct reports</b>	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

- Contribute to the implementation of program and projects initiatives and priorities, ensuring the outcomes of the Program and projects meet identified goals and are delivered on time and within budget.
- Undertake analysis regarding the implementation and resolution of function and processes relating to all aspects of student administration, including enrolment, attendance, pastoral care, teacher absence and timetabling, and provide recommendations.

- Plan, test and implement the recommendations in line with Department policy.
- Develop strategies, procedures and tools that support the implementation of the Program and ongoing application of the systems and processes.
- Develop and prepare accurate reports, briefings and ministerial requests relating to the program.

### **Branch Support**

- Provide information, advice and support pertaining to the Program to the Principal Program Director.
- Represent the Program, as required, on committees and working parties.

### **Customer and Stakeholder Support and Liaison**

- Consult, negotiate and provide advice to business units regarding enhancements and solutions to ensure the Program solution and systems continue to be compliant with legislation and Department policy.
- Provide specialist advice and support to internal and external customers relating to the implementation of and the effectiveness of the Program.
- Liaise with Department staff regarding the process redesign, system development and testing, delivery and implementation of recommendations from the Program.
- Maintain a focus on customer service delivery and continuous improvement of services.

### **Selection criteria**

1. Demonstrated substantial knowledge of student administration processes, related legislation, policies and the best practices for the provision and support of these, and proven ability to apply that knowledge effectively.
2. Demonstrated highly developed project management skills, including management of timelines and physical and financial resources.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to identify problems and provide overviews and strategies to address them.
4. Demonstrated highly developed written, oral and interpersonal communication skills, including the ability to collaborate, liaise and negotiate with individuals at all levels.
5. Demonstrated capacity to provide leadership and a customer-focused service.

### **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 13 April 2023  
Reference D23/1071364