



## Project Officer

### Workforce Supply, Mobility and Reform

<b>Position number</b>	00035671
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Senior Project Officer (Level 6)
<b>Direct reports</b>	Nil

#### 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

- Provide effective and responsive administrative support to achieve operations associated with projects and programs, including the Leap program.
- Assist in preparing program plans, reports, support materials and monitoring systems in accordance with Department policies, standards and guidelines.
- Respond to operational enquiries from teachers, schools and stakeholder groups.
- Research and provide information relating to program performance operations.
- Manage the collation and input of data and prepare reports.
- Develop and maintain effective relationships with various stakeholders to achieve program outcomes.
- Participate in the investigation, analysis and resolution of issues relating to the program and tasks.
- Maintain and monitor program expenditure and assist in the analysis of and reporting on program expenditure.
- Pay accounts, reconcile corporate credit cards and undertake purchasing requirements.
- Manage diary appointments and meetings and assist with travel arrangements, including preparing travel documents, booking flights and accommodation.

## Selection criteria

1. Demonstrated well developed written, verbal and interpersonal skills, including the ability to work within a team environment and deal effectively with a wide range of individuals at all levels and in a variety of contexts.
2. Demonstrated well developed conceptual, analytical and problem solving skills with the ability to apply a customer focussed service to stakeholder enquiries and operational requirements.
3. Demonstrated well developed computer application skills, including a working knowledge of word processing and development and maintenance of databases and spreadsheets.
4. Demonstrated initiative and sound organisational skills, including the ability to identify priorities to meet conflicting timelines.
5. Demonstrated sound administrative and financial management skills with the ability to interpret, report and apply financial practices and procedures.

## 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 20 July 2022  
Reference D22/0491324