



Principal Project Officer – Training and Support

Program Kaartdijin

Position number	00043910
Agreement	Public Sector CSA Agreement 2022 (or as replaced)
Classification	Level 7
Reports to	Manager, Training and Support (Level 8)
Direct reports	Various

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

- Implement, coordinate and support training programs and special projects, including digital strategies and resources.
- Identify training priorities in consultation with key stakeholders and coordinate provision of appropriate and sustainable programs for the Department.
- Continually monitor, review and evaluate the effectiveness of training programs and special projects to identify opportunities for continuous improvement, and report progress to senior management, relevant committees and other relevant interest groups.
- Build and maintain strategic relationships with key stakeholders concerning the development, deployment and training of Program Kaartdijin.

- Consult and negotiate with a wide range of stakeholders to develop and support the implementation of Program Kaartdijin.
- Provide professional advice to individuals and groups relating to special projects, training initiatives and programs.
- Undertake research to identify emerging trends and issues related to training, planning and development for professional learning.
- Prepare high-level briefings, research and discussion papers for presentation to senior management.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.
- Manage staff performance in accordance with Public Sector Performance Management Standard and internal policy.
- Monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.

Selection criteria

1. Demonstrated high-level project and program management skills, including ability to implement processes to facilitate monitoring, reporting and successful delivery.
2. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
3. Demonstrated highly developed written communication skills, including experience in the preparation of complex reports and briefings.
4. Demonstrated highly developed conceptual, analytical and evaluation skills, including ability to provide innovative solutions to strategic problems and issues to achieve outcomes and implement effective change management strategies to achieve training outcomes.
5. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children check
- 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 6 September 2023
Reference D23/1501497