



Project Officer Specialist Services

Position number	00041245
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Senior Project Officer (Level 6)
Direct reports	Nil

Context

Swimming and Water Safety is responsible for the development, implementation and delivery of the Intern and VacSwim swimming programs that promote vital swimming and water safety skills for children aged 5 – 17.

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

Key responsibilities

- Provide effective and responsive administrative support to achieve operations associated with researching, developing, implementing and evaluating strategies, projects, programs and initiatives for the delivery of swimming and water safety education.
- Assist in preparing project plans, reports, support materials and monitoring systems in accordance with Departmental, policies, standards and guidelines.
- Research and provide information relating to project progress and performance and budgetary constraints and issues.
- Manage the collation and input of data and prepare reports.
- Develop and maintain effective relationships with various stakeholders to achieve project outcomes.
- Participate in the investigation and analysis of emerging trends and issues relating to projects and tasks and provide recommendations to service improvements.

Selection criteria

1. Demonstrated sound strategic planning and project coordination skills and experience in planning, implementing and evaluating projects.
2. Demonstrated initiative and sound organisational skills, including the ability to identify priorities to meet conflicting timelines.
3. Demonstrated sound conceptual and analytical skills including the ability to identify issues and develop strategies to address.
4. Demonstrated sound written communication skills with the ability to prepare reports.

5. Demonstrated sound verbal communication and interpersonal skills, including the ability to work within a team environment and liaise effectively with a wide range of individuals at all levels and in a variety of contexts.
6. Demonstrated well developed computer application skills, including a working knowledge of word processing and development and maintenance of databases and spreadsheets.

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 30 March 2021
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