



Program Coordinator

Pilbara Education Regional Office

Position number	00044505
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Director of Education (EXDRED)
Direct reports	Nil

Context

The Pilbara Education Region comprises over 29 public schools servicing students in the north west of Western Australia.

Since 2007, Woodside and the Department and Education have been engaged in a Pilbara education initiative to improve education outcomes for students and support pathways to employment. In 2023, Woodside negotiated a further 5-year partnership with the Department, known as the Karratha and Roebourne Education Initiative (KREI), to achieve the following key objectives:

- increase educational attainment and achievement
- improve educational opportunities and pathways support for students
- support pathways to employment
- assist the attraction and retention of quality teachers through the delivery of professional learnings and development.

The Pilbara Education Regional Office is responsible for ensuring that the KREI meets the outcomes and targets set out in the Funding Agreement.

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

Key responsibilities

- Develop, coordinate and implement KREI projects and programs.
- Monitor, evaluate and report on the effectiveness of projects and programs.
- Work in a team environment to ensure appropriate advice, information and support is provided to the Director of Education and other senior management staff.
- Conduct research and analysis of data and information to identify project effectiveness, issues and opportunities for continuous improvement and prepare briefings and discussion papers for presentation to senior management.

- Develop systems and processes to ensure projects meet contractual agreements and are within allocated budgets.
- Facilitate effective communication between schools, regional and central office and external stakeholders.
- Provide Executive Officer support on various working parties, committees and forums associated with projects.
- Liaise, consult and negotiate with key external stakeholders and interested parties, and when required, represent the Department at a senior level on a variety of committees and working parties
- Prepare briefing notes, discussion papers and responses to Ministerial correspondence, parliamentary questions and general enquiries.

Selection criteria

1. Demonstrated highly developed oral and interpersonal communication skills with the ability to undertake high-level consultations, collaborations and negotiations.
2. Demonstrated highly developed written communication and presentation skills with extensive experience in the preparation of reports, briefing notes and discussion papers.
3. Demonstrated highly developed project management skills, including project planning, coordination, implementation and evaluation.
4. Demonstrated highly developed research, conceptual, analytical and problem solving skills with a proven ability to provide innovative solutions to achieve outcomes and to ensure risk management strategies.
5. Demonstrated highly developed organisational skills with the ability to prioritise tasks to meet conflicting timelines.
6. Demonstrated knowledge and understanding of contemporary education trends and issues.

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
- 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 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 7 February 2024
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