



## Principal Education Officer – Program Management Office System Response and Transformation

<b>Position number</b>	00043704
<b>Agreement</b>	<a href="#">School Education Act Employees' (Teachers and Administrators) General Agreement 2021</a> or as replaced
<b>Classification</b>	Education Officer Level 3
<b>Reports to</b>	Program Delivery Manager – Program Management Office (Level 8)
<b>Direct reports</b>	Nil

### Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

The System Response and Transformation (SRT) Division drives high performance and assurance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives. This is achieved by ensuring strategic responses and projects are delivered within expectations; collecting and analysing data and reporting on performance; and overseeing the development of transformation opportunities in line with the Department's strategic intent.

The Division's Program Management Office drives and provides oversight of responses and initiatives that facilitate the delivery of the Department's strategic intent and prepare the Department for the future. We do this by initiating, managing, and monitoring projects of strategic importance using project management methodologies to underpin collaboration, standardisation, and the on time, on budget delivery of key project metrics

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Research, plan, implement and evaluate specialist teaching and learning services and support in response to system wide projects, programs and initiatives.
- Lead and support the implementation of strategic projects including the development, implementation, coordination, management and reporting of Department projects, programs and initiatives.

- Provide high-level specialist advice on the design and development of system strategies aimed at supporting whole-school approaches to improve the quality of teaching and learning.
- Work within teams and across business units to ensure integrated service delivery to schools and the system for projects, programs and initiatives.
- Enable and inform development and delivery of system-wide initiatives, resources and professional learning as they relate to the functions of SRT.
- Facilitate opportunities for teachers to access practical support, information, professional learning and resources to assist with the implementation of Department priorities.
- Engage in research and systemic analysis of school performance to identify areas for improvement and to inform the planning and delivery of services and support in relation to Divisional projects, programs and initiatives.
- Assist school leadership teams in collecting, analysing and interpreting performance information to support evidence-based approaches to school improvement.
- Consult and negotiate with internal and external stakeholders in a range of contexts related to SRT.
- Provide subject matter expertise as required to inform and contribute to system responses for projects, programs and initiatives.
- Collaborate across the Department on the preparation of reports, briefing papers, correspondence, support documents and confidential reports on behalf of the Executive Director for senior management.

### **Selection criteria**

1. Demonstrated substantial knowledge and understanding of contemporary, evidence-based practices related to system priorities in teaching and learning and school improvement.
2. Demonstrated highly developed skills and extensive experience in developing and implementing successful teaching and learning initiatives, programs, projects or strategies at the school, region, network and/or system level.
3. Demonstrated ability to provide leadership and influence change for system improvements related to teaching and learning.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
5. Demonstrated highly developed oral and interpersonal skills, including the ability to successfully undertake consultations, collaborations and negotiations with senior officers, school leaders and other stakeholders.
6. Demonstrated highly developed written communication skills, including experience in preparing reports, briefings and professional learning resources.

### **Eligibility and training requirements**

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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 21 May 2024  
Reference D24/0354811