



## Senior Consultant – Program Management Office

### System Response and Transformation

<b>Position number</b>	00043872
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 6
<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

- Plan, undertake and review project deliverables and provide strategic advice on the implementation and reporting of projects, programs and initiatives.
- Provide project support, development, implementation, monitoring, reporting and reviewing for the Program Management Office (PMO).

- Facilitate public sector governance, including ensuring that decision-making processes comply, and are consistent with, the Department's legal and policy obligations.
- Plan and undertake high-level research and critical analysis to identify emerging trends and issues at a local, national and international level and prepare reports for senior management.
- Plan and undertake reviews and evaluations of strategic education programs, projects, policies and initiatives to ascertain the effectiveness and benefits of implemented projects, programs and initiatives.
- Report on and provide benchmarking against project management principles in relation to operational and high-level policies, guidelines and procedures for implemented projects, programs and initiatives.
- Coordinate and prepare Ministerial correspondence, speeches, reports, submissions and policy briefings on education related matters.
- Undertake a secretariat function professional consultation within the Department, with industry, other Government agencies and private sector organisations on issues related to education.

### Selection criteria

1. Demonstrated substantial knowledge of current issues, trends, policies and processes in relation to projects, programs and initiatives for educational outcomes in Western Australia.
2. Demonstrated highly developed research, analytical, conceptual and problem solving skills including the ability to identify and clarify patterns and trends, process improvements and provide innovative thinking in problem solving.
3. Demonstrated highly developed written communication skills including extensive experience in the preparation of Ministerials, briefings, policy and complex reports.
4. Demonstrated highly developed oral and interpersonal communication skills with the ability to undertake high level consultations and negotiations.
5. Demonstrated highly developed program and project management skills including project methodology, planning, coordination, implementation and evaluation.

### 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
- 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 D24/0354842