



## Program Support Officer System Assurance

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| <b>Position number</b> | 00032148  |
| <b>Agreement</b>       | <a href="#">Public Sector CSA Agreement 2022</a> or as replaced |
| <b>Classification</b>  | Level 5   |
| <b>Reports to</b>      | Principal Consultant (Level 7)                                  |
| <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 their next step into the workforce or further education.

The System Response and Transformation Division (SRT) 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 System Assurance directorate provides oversight and assurance of the Department's strategic intent and operational priorities and supports the timely delivery of Government and Minister priorities. This includes an executive and governance services function that provides strategic advice, management, monitoring and support of the Corporate Executive and governance committees, to ensure compliance, enable decision making and provide assurance of system performance and improvement initiatives.

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

### Key responsibilities

- Provide input into the development, implementation, and review of project and program management methodology for the Department as relevant to the strategic governance committees, including operations, systems and tools.
- Contribute to the development, coordination, review and evaluation of strategic education programs, projects and processes, including support for the Directorate's refinement of practices, to identify opportunities for improvement and to ensure timeliness and compliance with the Department's methodology, processes, procedures, obligations and requirements.

- Undertake research and analysis on education issues and trends and project proposals to identify opportunities for improvement and to ensure alignment to strategic directions and Department priorities.
- Provide advice and information to the strategic governance committees on reporting requirements and governance processes.
- Support the development and implementation of strategic education programs, projects, priorities and initiatives.
- Aid continuous improvement by providing support and guidance to policy and project managers on project management methodology as relevant to the strategic governance committees, including obtaining status reports from project managers.
- Work collaboratively with internal and external stakeholders to assist them in the development of strategic education programs, and projects that achieve their identified outcomes and comply with Departmental requirements.
- Support the development and promotion of effective working relationships.
- Prepare correspondence, speeches, reports, submissions and briefings on education related matters.
- Participate in working groups and committees concerning governance and compliance activities.
- Provide executive support to the strategic governance committees, including managing meeting processes and documentation; facilitating liaison between committees, subcommittees and working groups; and maintaining relevant records.
- Facilitate good public sector governance, including ensuring that compliance and decision-making processes are consistent with the Department's legal and policy obligations.

### **Selection criteria**

1. Demonstrated well developed research, analytical and conceptual skills, including the ability to apply innovative and strategic thinking to achieve outcomes and support problem solving.
2. Demonstrated well developed written communication skills, including experience in the preparation of briefing notes, reports, policies and guidelines.
3. Demonstrated well developed oral and interpersonal communication skills, including the ability to undertake high-level consultations, collaborations and negotiations, build effective networks and work constructively as part of a team.
4. Demonstrated well developed organisational and planning skills, including a proven ability to prioritise tasks to meet conflicting deadlines.
5. Demonstrated experience in the delivery of a proactive, efficient and effective administrative and executive support service to strategic governance committees, including development of project and program governance processes.

### **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 June 2024  
Reference D24/0431742