



Senior Project Officer

Service Design and Support

Position number	00041156
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 6
Reports to	Manager, Capability Support (Level 8)
Direct reports	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.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Service Design and Support provides the shared functions and support needed to provide better services to schools. It also coordinates, implements and supports programs, initiatives, and special projects. Its purpose is to provide strategy, policy and program oversight and operational support to Statewide Services.

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

Key responsibilities

- Plan, implement and evaluate the design, development, monitoring and implementation of digital systems across Statewide Services.
- Provide business analysis and liaison support for the development of digital systems to support improved school and region engagement with Statewide Services.
- Develop strategies and procedures to support digital system development and provide project planning support to business areas across Statewide Services.
- Liaise with Departmental staff regarding aspects of systems development, testing, delivery and implementation of digital systems and related policies and initiatives.

- Consult and negotiate with external providers and contractors on matters related to digital system projects.
- Monitor the progress of projects, prepare reports and other documentation as required related to digital system initiatives across Statewide Services.
- Collaborate with relevant parties in order to promote effective project management and governance processes.
- Support planning and development of digital systems in accordance with national and department policies.
- Provide information and support across Statewide Services on compliance with accessibility and technical standards.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated knowledge of and experience with current Kindergarten – Year 12 education issues and strategies.
2. Demonstrated highly developed oral communication and interpersonal skills, including presentation and facilitation skills, and the ability to liaise effectively with individuals at all levels.
3. Demonstrated highly developed project management skills and ability to contribute to team processes and outcomes.
4. Demonstrated highly developed conceptual and analytical skills with proven research and investigative skills and ability to provide innovative thinking in developing and implementing key projects.
5. Demonstrated highly developed writing skills with ability to develop instructional and support materials and communicate effectively online.
6. Demonstrated ability to be flexible, organised and provide a high level of customer service

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 28 January 2022
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