



Project Lead – Finance

Program Kaartdijin

Position number	00038774
Agreement	Public Sector CSA Agreement 2022 (or as replaced)
Classification	Level 8
Reports to	Principal Program Director
Direct reports	Various

Context

Program Kaartdijin (the Program) has been established to develop a functionally fit, technologically robust solution to replace the current School Information System (SIS) and include additional information capture and reportability. The Program focuses on providing short term solutions as well as a longer-term solution that meets the operational needs of schools and the reporting and management needs of the Department at large. The Program vision is to provide a contemporary administrative and finance solution connecting people, processes and systems for school communities now and into the future.

The Program values are:

- Integrity in all we do
- Open and transparent communication
- Collaborative approach – Shared goals and objectives
- Commitment and Cooperation
- Value all contributions
- Exceptional customer service

The Kaartdijin solution will also impact the data collected and distributed centrally for the purposes of data consolidation and validation, downstream application management and system reporting, Program Kaartdijin has the responsibility for ensuring that existing technical solutions, including applications, systems and products, are appropriately managed and configured, via ICT and business area stakeholder negotiation and engagement, to continue to meet business needs.

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Key responsibilities

Leadership and Management

- Ensure that strategic timelines and outputs for finance solution through the design, build, test, training, pilot and deployment and support are consistent with the Program priorities and objectives of the Program and Department.
- Contribute to the strategic management and leadership of the Program.
- Contribute to and monitor plans and systems to deliver designated finance system and business process and to support the capabilities of schools.
- Deploy resources, including people, financial, physical and information, to ensure they are available to address the Program's strategic plans, contractual obligations and other organisational priorities.
- Manage the deliverables and projects of the finance team to deliver agreed outcomes.
- Provide leadership, supervision and support of staff, and encourage and assist with the development and implementation of professional capability processes.
- Manage the delivery of strategic professional learning and customer services.
- Create a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Customer and Stakeholder Management

- Develop and maintain effective communication links and working relationships to provide information on business and service reform matters and processes.
- Strategically consult, liaise and negotiate with government, Senior Executives, internal and external stakeholders on strategic training plans, support planning and capability outcomes.
- Engage with stakeholders on finance solution implementation and support processes within the context of the responsibilities of the position.
- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Build strategic alliances with customers, stakeholders, service providers, interest groups and across the Department to enable development, acceptability and achievement of designated outcomes and to promote service capabilities, in consultation with schools and the profession.
- Establish and maintain effective partnerships and networks with key internal and external stakeholders for negotiating and collaborating to achieve Program outcomes and to ensure access to diverse specialist knowledge.
- Prepare and contribute to project updates and status reports to relevant Committees and key stakeholders on a periodic basis.

Specialist Services

- Lead a team of finance subject matter experts that represent the needs of schools and central services in relation to finance activities within the scope of Program.
- Provide oversight and advice regarding design and configuration of the finance modules, reporting tools and alignment to dependency systems within the context of the Program.
- Support and promote the integration of the new school chart of accounts as well as integrated accrual accounting practices aligned with the new finance solution for schools.
- Work within and across teams in the Program and business units in central services to integrate service, resolve issues and provide support and advice to schools and the system.

- Collaborate with and provide inputs to the deliverables of other workstreams and central services for finance related system testing, training, support, data migration, implementation, deployment and transition to operational support post go live to meet program objectives.
- Facilitate implementation of quality assurance processes with respect to finance solution to meets strategic and operational customer needs.
- Ensure finance solution complies with legislation (such as the *Financial Management Act 2006* and the *School Education Act 1999*), Department policies and internal controls.

Selection criteria

1. Demonstrated high-level knowledge and understanding of policy, procedures and accounting practices within the legislative framework, such as the Financial Management in Schools Policy and Procedures, School Education Act 1999, Procurement Act 2020 containing the WA Procurement Rules, the Financial Management Act 2006, Financial Regulations, Treasurer's Instructions and Tax legislations.
2. Demonstrated substantial knowledge and experience in complex project management within an information technology and software implementation environment.
3. Demonstrated high-level skills and experience in the development and implementation of professional development strategy and operational plans.
4. Demonstrated high-level verbal and written communication and interpersonal skills to effectively liaise with key internal and external stakeholders at a senior level and to build strong relationships.
5. Demonstrated high-level conceptual, analytical and research skills, including the ability to develop solutions to complex problems.
6. Demonstrated high-level skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations.

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 months 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 11 November 2024
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