



## Senior Project Officer – Online Learning Program Kaartdijin

<b>Position number</b>	00044065
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager, Training and support (Level 8)
<b>Direct reports</b>	Nil

### 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

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

### Key responsibilities

- Facilitate the development and delivery of online professional learning.
- Support content of professional learning programs appropriate for the online environment..
- Undertake the operational coordination of program delivery and provide guidance across all regions to ensure consistent implementation.
- Support the planning, implementation and evaluation of projects, programs and initiatives.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.

- Develop and provide program support materials to course participants through digital technologies including learning management systems and audio-visual methodologies.
- Identify emerging opportunities and future innovation in professional development.
- Undertake quality assurance in monitoring, reviewing and evaluating learning programs to identify and implement improvements and changes as required.
- Research and establish strategies and operating procedures to support the development of professional growth through online methods.
- Work with key stakeholders within the Department to influence and develop quality professional learning programs and online resources.
- Establish and maintain highly effective communication networks to promote and ensure relevance of program development.

### **Selection criteria**

1. Demonstrated knowledge and understanding of current and emerging technologies for the development and delivery of online learning and projects in an adult learning context together with relevant knowledge of alternative and innovative learning methods.
2. Demonstrated skills and experience in the planning, designing, implementation and delivery of effective professional learning programs in a face to face and online context.
3. Demonstrated highly developed research, conceptual and analytical skills, including the ability to generate strategies which address issues, solve complex problems and inform decision making.
4. Demonstrated highly developed written and verbal communication skills with the ability to establish and maintain effective working relationships with stakeholders at all levels.
5. Demonstrated skills and experience in project management and successful implementation of digital and audio-visual resources into online professional learning initiatives.

### **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 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
- 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            26 October 2023  
Reference      D23/1700072