



Projects and Support Officer Schools

Position number	00044410
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 4
Reports to	Manager – Regional Learning Initiatives (Level 8)
Direct reports	Nil

Context

The Schools Group develops overall strategic directions for promoting and developing Government schools. The group is responsible for:

- providing educational leadership to regions and schools
- leading responses to operational initiatives including exclusions, student safety, home schooling and Agricultural Education
- implementation of a new school information system across all public schools
- promoting excellence in teaching practice and learning outcomes
- developing and implementing operational policies to achieve outcomes
- setting directions for the delivery of services to schools.

Western Australian Department of Education has entered into an agreement with the Australian Government Department of Education, to develop and deliver the Scaling Up Success in Remote Schools Program. Through this program, the Regional Learning Initiative will work to expand the Kimberley Schools Project to selected schools in the Goldfields and Midwest Education Regions.

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

Key responsibilities

- Support implementation of system strategies and priorities.
- Support development and delivery of professional learning resources to strengthen the capability of the profession.
- Support policy, resources and services to improve student outcomes.
- Support and coordinate provision of subject matter expertise as required to inform and contribute to system responses such as briefings, reports and Ministerial responses.
- Support the planning, implementation and evaluation of projects, programs and initiatives.
- Liaise with internal and external stakeholders to support the development, delivery and implementation of policies and initiatives.

- Coordinate, implement and monitor administrative systems and processes for Regional Learning Initiatives.
- Gather, record and analyse data and program evaluations to inform future planning and reporting.
- Provide executive support to internal and external committees and working groups.
- Assist in preparing written documentation including; Ministerial responses, briefing notes, reports, submissions, correspondence and presentations.
- Provide administrative support for projects and programs, including records and correspondence management and the preparation of resources.
- Upload and maintain electronic and online resources related to the project management.
- Undertake financial and administrative duties, including identifying procurement needs and arranging the purchase of assets, goods and services in accordance with policy and procedures.
- Assist in the negotiation, management and monitoring of contracted services and the procurement of goods within budget and in accordance with buying policies and procedures.
- Provide support to senior staff within the branch in coordinating human resource activities and operations in accordance with policies and procedures.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.
- Work within and across teams and business units to integrate service, support and advice to schools and the system.

Selection criteria

1. Demonstrated proficiency in providing administrative services, including experience in technical systems and databases support, executive services and administering and reporting on financial systems and budgets.
2. Demonstrated well developed written communication skills and the ability to prepare correspondence, briefing notes, and guidelines.
3. Demonstrated well developed verbal and interpersonal communication skills, including the ability to liaise effectively with people at all levels and to work effectively in a team environment.
4. Demonstrated well developed conceptual and analytical skills, including the ability to identify and clarify issues and generate strategies to address them.
5. Demonstrated well developed organisational skills with the ability to prioritise tasks to meet deadlines and work autonomously and collaboratively within a team environment.

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 19 January 2024
Endorsed D24/0049462