



Senior Project Coordinator

Professional Capability

Position number	00039055
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 6
Reports to	Principal Consultant, Resources (Education Officer Level 3)
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.

Professional Capability drives the ongoing development of our school facing workforce. Its purpose is to build professional capability to improve student achievement by enabling teaching and leadership excellence.

The Student Engagement and Wellbeing Directorate implements system strategies and priorities to improve the engagement and wellbeing of students and delivers professional learning initiatives and resources for schools to strengthen the capability of the profession.

The Road Safety and Drug Education branch delivers specialised prevention education to keep children and young people safe. The programs are designed to contribute to the reduction of road related injuries and harm from alcohol and other drug use. Its education strategies and resources are designed to build the capacity of teachers and schools to implement evidence-based school alcohol and other drug and road safety education programs.

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

Key responsibilities

- Develop, manage and evaluate community education strategies, including advertising; awards programs and recognition; community product development; events; resources; website and digital development; and promotional activities.
- Identify and recommend opportunities and initiatives which strategically position the Department and schools.
- Develop and maintain working relationships with senior executives, Department staff and key stakeholders.
- Provide strategic communications advice and consultancy to Department staff and undertake high-level negotiation in formulating and implementing strategies and initiatives.
- Develop, manage and monitor budgets.
- Provide leadership to Road Safety and Drug Education staff in development and achievement of team goals.
- 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 substantial knowledge of and experience in formulating, implementing and evaluating integrated projects and strategies for a large service organisation.
2. Demonstrated highly developed strategic leadership and planning skills, including experience in project, event and budget management to deliver effective outcomes.
3. Demonstrated highly developed skills and substantial experience in writing communications for a range of purposes and audiences (both print and digital).
4. Demonstrated highly developed verbal and interpersonal communication skills with the ability to build effective working relationships and liaise and negotiate on high level and sensitive issues.
5. Demonstrated highly developed conceptual and analytical skills with a proven ability to provide creative and lateral thinking in developing and implementing strategies.

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 22 March 2023
Reference D23/0572438