



Senior Project Officer

Secondary, District High Schools and Post School Pathways

Position number	00044762
Agreement	Public Sector CSA General Agreement 2022 or as replaced
Classification	Level 6
Reports to	Manager, Secondary Schools, District High Schools and Post-School Pathways (Level 8)
Direct reports	Nil

Context

The Statewide Services Directorate is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

The Secondary, District High Schools and Post School Pathways Directorate is responsible for the state-wide delivery of services and support to schools and networks to:

- improve the quality of secondary classroom instruction
- develop the professional capacity of secondary teachers and secondary curriculum leaders
- implement evidence-based approaches to improving teaching and learning in all public schools
- provide professional to improve understandings of careers, data literacy and secondary educational programs.

The services and support delivered through the Secondary, District High Schools and Post School Pathways Directorate, and all other functions in Statewide Services to support successful outcomes for all students. This is achieved through a focus on better integration of services to schools, students and families; supporting teachers to deliver a more personalised approach for each child's learning; and creating expanded opportunities for students to develop the academic, personal and social competencies they will need to participate in future workforce and society.

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

Key responsibilities

- Assist in the development, implementation, monitoring and evaluation of the Defence Industries School Pathways Program (the program), and relevant procedures and guidelines.
- Conduct research and analysis of data and information to identify program effectiveness, issues and opportunities for continuous improvement and prepare briefings and discussion papers to senior management, committees and other interest groups.
- Identify program priorities in consultation with key stakeholders and coordinate the provision of appropriate and sustainable outcomes for the Department, teachers and students.
- Collect, analyse and interpret data and other contextual information to assist in the planning and development of protocols and procedures.
- Prepare reports, briefing notes, correspondence and responses to queries related to the work of the program.
- Establish and maintain effective working relationships with internal and external stakeholders, working with other teams on shared priorities to deliver integrated services and support to schools, teachers and/or students.

Selection criteria

1. Demonstrated considerable knowledge and understanding of the current legislation, policies, processes and issues related to the context of the role.
2. Demonstrated highly developed project management skills, with a proven ability to deliver outcomes on schedule and under tight timelines.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to deal effectively with change and generate innovative solutions.
4. Demonstrated highly developed verbal and interpersonal communication skills with the ability to build partnerships and integrate services both within and beyond the Department.
5. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of reports, correspondence and briefings.

Eligibility and training requirement

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 21 May 2024
Reference D24/0366573