



Principal Advisor – Program Kaartdijin Schools

Position number	00045080
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2021 or as replaced
Classification	Education Officer Level 3
Reports to	Principal Program Director, Program Kaartdijin (DEANE)
Direct reports	Nil

Context

Program Kaartdijin (Program) has been established to implement a functionality fit, technologically robust solution to replace the current Student Information System (SIS). The Program aims 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.

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Key responsibilities

- Provide professional leadership and advice to principals on systemic reform initiatives, directions and outcomes in relation to Program Kaartdijin.
- Provide strategic advice to stakeholders concerning the development and deployment of the Kaartdijin solution.
- Coordinate and oversee Program Kaartdijin related strategies and initiatives to support schools.
- Research, develop and evaluate policies and procedures related to reform initiatives.
- Facilitate opportunities for schools to access practical support, information, professional learning and online resources to assist with the implementation of reform initiatives, in particular Program Kaartdijin.

- Conduct research and analysis on a wide range of existing system reform initiatives and prepare recommendations, reports and briefings for presentation to senior management and Ministers, as required.
- Participate and represent the Division on committees and working groups on matters relating to Program Kaartdijin.
- Consult, collaborate and negotiate with internal and external stakeholders on matters pertaining to programs and strategies, in particular those related to Program Kaartdijin.
- Establish and maintain effective working relationships and communication networks with stakeholders.
- Develop and deliver professional learning programs.

Selection criteria

1. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues related to Program Kaartdijin that informs decision-making.
2. Demonstrated highly developed program and project management skills, including project methodology, planning, coordination, implementation and evaluation.
3. Demonstrated highly developed oral and interpersonal skills, including the ability to successfully undertake consultations, collaborations and negotiations with senior officers, school leaders and other stakeholders.
4. Demonstrated highly developed skills and extensive experience in the initiation, development and delivery of implementation support related to online systems.
5. Demonstrated highly developed written communication skills, including experience in preparing complex reports and briefings.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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
- 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 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 22 August 2024
Reference D24/0636713