



## Project Officer – KindiLink

### Early Childhood Education

**Aboriginality is considered essential for this position under Section 50(d) of the Western Australian *Equal Opportunity Act 1984*.**

<b>Position number</b>	00040942
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager, Early Childhood Education (Level 8)
<b>Direct reports</b>	Nil

### Context

The Early Childhood Education Branch, within the Department's Statewide Services Division, is responsible for developing and implementing systemic policy and strategic planning in early childhood education for Western Australian public schools.

The Branch has responsibility for implementing state and national early childhood education reforms, including a number of National Partnerships and Agreements, which are delivering significant changes to early childhood education in Western Australia. This includes policy leadership for the early years of schooling and extensive liaison across education sectors and government and non-government agencies.

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

### Key responsibilities

- Provide assistance for the implementation of the KindiLink initiative, including researching data relating to KindiLink locations throughout Western Australian and organising site visits, professional learning and annual forums, with specific liaison with Aboriginal Islander Education and Officers.
- Aggregate, record and analyse KindiLink sites' attendance data and prepare KindiLink data reports.
- Assist with the preparation of reports, briefings and correspondence pertaining to the KindiLink initiative and Branch matters.
- Provide executive support to relevant consultative groups, KindiLink forums and workshops, and initiate follow-up action/s when required.
- Manage finances for the KindiLink initiative.
- Communicate with schools and stakeholder agencies on the KindiLink initiative.

- Provide administrative support for KindiLink programs, including record and correspondence management, travel arrangements and preparation of resources.

### **Selection criteria**

1. Demonstrated research, analytical and problem-solving skills with an ability to achieve comprehensive, accurate and timely outcomes against a defined project brief.
2. Demonstrated sound written communication skills, including the ability to prepare reports, briefings and correspondence.
3. Demonstrated sound oral communication and interpersonal skills with the ability to liaise effectively with individuals, groups and organisations.
4. Demonstrated ability to plan, coordinate, assist and contribute to the achievement of project outcomes.
5. Demonstrated sound organisational skills with an ability to work independently and as part of a team.

### **Eligibility and training requirements**

**Aboriginality is considered essential for this position under Section 50(d) of the Western Australian *Equal Opportunity Act 1984*.**

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
- hold or obtain a current valid 'C' class Western Australian driver's licence
- complete the Department's induction program within three 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 six months of appointment.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date 18 November 2020

Reference D20/0593342