



Project Support Officer

Program Management Office, System Response and Transformation

Position number	00043702
Agreement	Public Sector CSA Agreement 2022 (or as replaced)
Classification	Level 5
Reports to	Program Delivery Manager (Level 8), Program Management Office, System Response and Transformation
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.

The System Response and Transformation Division (SRT) drives high performance and assurance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives. This is achieved by ensuring strategic responses and projects are delivered within expectations; collecting and analysing data and reporting on performance; and overseeing the development of transformation opportunities in line with the Department's strategic intent.

The Division's Program Management Office drives and provides oversight of responses and initiatives that facilitate the delivery of the Department's strategic intent and prepare the Department for the future. We do this by initiating, managing, and monitoring projects of strategic importance using project management methodologies to underpin collaboration, standardisation, and the on time, on budget delivery of key project metrics.

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

Key responsibilities

- Assist with the development, implementation and management of initiatives, programs, projects and strategies.
- Support the SRT Division to monitor, evaluate and refine strategies to deliver key projects and initiatives.
- Provide professional advice and support on a range of initiatives, programs, projects and strategies.
- Assist with the preparation and delivery of reports, including preparation of project plans and documents, the interpretation and analysis of relevant data and reporting progress of key projects and initiatives.

- Deliver presentations to stakeholders on identified projects and initiatives.
- Collaborate and liaise with internal and external stakeholders on matters relating to identified projects and initiatives.

Selection criteria

1. Demonstrated well developed project management skills, including project planning, coordination, implementation and evaluation.
2. Demonstrated well developed written communication skills and the ability to analyse and interpret data and prepare reports.
3. Demonstrated well developed verbal communication and interpersonal skills, including presentation skills and ability to establish and maintain effective working relationships with individuals at all levels.
4. Demonstrated well developed conceptual and analytical skills, including the ability to identify problems and generate strategies to address them.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance 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
- 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 4 August 2023
Reference D23/1425788