

## Senior Project Officer – Online Learning

### Service Design and Support

<b>Position number</b>	00028387
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Project Officer Online Learning (Level 7)
<b>Direct reports</b>	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.

Service Design and Support provides the shared functions and support needed to provide better services to schools. It also coordinates, implements and supports programs, initiatives, and special projects. Its purpose is to provide strategy, policy and program oversight and operational support to Statewide Services.

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

#### Key responsibilities

- Plan, implement and evaluate designated online learning elements and provide specialist online learning and educational technologies services, advice and support to schools.
- Develop strategies and procedures that support curriculum policy and initiatives.
- Provide professional development to schools and regions in relation to best practice when implementing, adopting and integrating online learning and educational technologies.
- Liaise with Information Communication and Technology (ICT) and education regions regarding the online learning aspects of system development and testing, delivery and implementation of online learning and educational technologies policy and initiatives.

- Liaise with external education providers on related online learning and educational technologies issues.
- Prepare project reports and plans related to online learning and educational technologies initiatives.
- 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 knowledge of and experience with current online learning and educational technologies to support K-12 education issues and strategies.
2. Demonstrated highly developed oral communication and interpersonal skills, including presentation and facilitation skills, and the ability to liaise effectively with individuals at all levels.
3. Demonstrated highly developed project management skills and ability to contribute to team processes and outcomes.
4. Demonstrated highly developed conceptual and analytical skills with proven research and investigative skills and ability to provide innovative thinking in developing and implementing key projects.
5. Demonstrated highly developed writing skills with ability to develop instructional and support materials and communicate effectively online.
6. Demonstrated ability to be flexible, organised and provide a high level of customer service.

### **Eligibility and training requirements**

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
- 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            9 December 2024  
Reference    D24/0927032