

## Principal Project Officer – Online Learning

### Service Design and Support

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Capability Support (Level 8)
<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

- Implement and coordinate online learning initiatives in schools, regions and Central Office contexts, including strategic planning and the development of online tools and services to support schools, teachers and students in relation to effective teaching and learning systems.
- Undertake project management to develop and implement high-quality online tools and services to meet the current and emerging curriculum development and delivery requirements.
- Develop, establish and coordinate policies and strategies related to online learning.
- Provide advice to senior personnel within Statewide Services and the Department on matters pertaining to online learning.

- Provide a consultancy service to stakeholders on research and best practice in online learning for students and staff.
- Provide professional leadership to schools, regions and the system on projects and programs.
- Establish and maintain strategic and collaborative partnerships with stakeholders.
- Work collaboratively with all areas across Statewide Services, key stakeholders across the Department, external agencies and other educational providers.
- Participate in, and lead online learning strategies and collaboratively manage participation in a range of internal and external working groups.
- Represent the Department on internal and external committees and working parties in a range of contexts related to digital resources and online learning.
- 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 high level skills and experience in initiating, developing and implementing successful online learning programs, projects or strategies at school, region or system level.
2. Demonstrated high-level knowledge, understanding and experience with current and developing online learning policies and strategies.
3. Demonstrated ability to provide curriculum leadership and deal effectively with change in the area of online learning services delivery for K-12 education.
4. Demonstrated high-level conceptual and analytical skills, including the ability to develop strategic options and apply strategic thinking to achieve outcomes.
5. Demonstrated highly developed oral and interpersonal communication skills, including the ability to undertake high-level consultations, collaborations and negotiations and provide a customer-focused service.
6. Demonstrated highly developed written communication skills, including experience in the preparation of digital resources and online services, tools and policies.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- hold or obtain 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            12 December 2024  
Reference    D24/0936633