

Principal Project Officer

Teacher Registration

Position number	00047278
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Manager, Registration (Level 8)
Direct reports	Nil

Context

The Teacher Registration Directorate comprises the Registration and Customer Services Branch, the Investigations and Compliance Branch and the Policy and Quality Assurance Branch. The Directorate is responsible for providing secretariat services to the Teacher Registration Board of Western Australia (TRBWA). The Directorate supports the Board's mission of serving the public interest by ensuring that teachers are registered and teacher education programmes are accredited in accordance with relevant legislation and in the best interests of children.

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Key responsibilities

- Provide advice and recommendations to the Director Teacher Registration on the implications of extending the Australian Teacher Workforce Dataset for the scheme of teacher registration in Western Australia.
- Coordinate the collection of data for national enabling initiatives with respect to teacher registration in Western Australia.
- Identify reform priorities in consultation with key stakeholders and coordinate provision of appropriate and sustainable programs for the Department.
- Continually monitor, review and evaluate the effectiveness of reform programs and special projects to identify opportunities for continuous improvement, and report progress to senior management, relevant committees and other relevant interest groups.
- Provide input to the development of policy, implementation frameworks, annual project plans and other key documentation.
- Build and maintain strategic relationships with key stakeholders to facilitate achievement of the Department's reform objectives and participate in appropriate committees and other working groups.
- Consult and negotiate with a wide range of stakeholders to develop and support the implementation of related strategies and initiatives.

- Provide professional advice to individuals and groups relating to special projects, reform initiatives and programs.
- Undertake research to identify emerging trends and issues related to reform planning and development for education.
- Prepare high-level briefings, research and discussion papers for presentation to senior management.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated high-level project and program management skills, including ability to implement processes to facilitate monitoring, reporting and successful delivery.
2. Demonstrated skills and experience in complex data retrieval, analysis and reporting.
3. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
4. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerial communication, briefing notes and policy.
5. Demonstrated highly developed conceptual, analytical and problem-solving skills and experience in applying strategic thinking to achieve outcomes and implement effective change management strategies to achieve educational outcomes.
6. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.

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
- 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 23 April 2025
Reference D25/0400816