Role Description
Senior Project Officer VET 20
Online Project

Cluster	Education
Agency	NSW Education Standards Authority
Division/Branch/Unit	Curriculum Standards
Location	117 Clarence Street, Sydney
Classification/Grade/Band	Senior Education Officer grade 2 (SEO2)
Role Number	B2187
ANZSCO Code	249111
PCAT Code	1119192
Date of Approval	September 2020
Agency Website	www.educationstandards.nsw.edu.au

Agency overview

The NSW Education Standards Authority ('NESA') was formally established on 1 January 2017 to improve quality teaching and student learning across all schools and school sectors. It is responsible for the curriculum, assessment, teacher accreditation and regulatory standards in NSW schools, and accreditation of early childhood teachers.

Primary purpose of the role

The Senior Project Officer, VET 20 Online Project works collaboratively with a project team consisting of colleagues from the Department of Education and TAFE to support the development of twenty new VET courses to be delivered in an online format. The role provides curriculum and assessment advice and support to the VET 20 project working within the NESA VET team.

Key accountabilities

- Provide quality high level advice regarding the curriculum requirements necessary for the development of twenty new VET courses.
- Collaborate, communicate and work effectively with the VET 20 project team to identify timelines, resources and tasks required to deliver the project's objectives.
- Establish the necessary relationships across NESA units and branches, including the Assessment Standards Directorate, to enable provision of the necessary advice to deliver on project objectives.
- Provide advice to the project team in relation to course development for HSC-examinable status.
- Monitor and review materials under production for consistency with NESA policies and protocols.

- Prepare reports, briefings and correspondence related to the VET 20 project and its implementation.
- Use technology effectively to manage curriculum development and consultation processes.

Key challenges

- Manage aspects of the VET 20 project and the processes to address the complex issues associated with the delivery of the project.
- Maintain and enhance effective relationships and communications across a multi-agency project.
- Deliver outcomes relating to the VET 20 project within multiple priorities in an intensive work environment in which delivery is time dependent.

Key relationships

Who	Why
Internal	
VET Curriculum Inspector	- Report on progress of the VET 20 project. - Receive direction, provide and receive feedback and ensure ongoing communication. - Identify emerging issues and escalate issues. - Work collaboratively to achieve consistency in projects, processes and communications.
VET unit and Curriculum Standards Directorate officers	- Work collaboratively and ensure ongoing communication to achieve identified project outcomes and resolve emerging issues. - Participate in meetings and discussions to represent work group perspectives, share information and report on progress of the project. - Receive feedback relating to the VET 20 project.
NESA directorates/branches	Work collaboratively to achieve project milestones and contribute expertise in vocational education.
External	
VET 20 Project Team	- Provide information and advice regarding vocational education and delivery of the NSW VET curriculum online. - Foster effective working relationships and represent NESA professionally and ethically. - Engage with members of the project team from the Department of Education and TAFE, support the project and provide feedback and advice in relation to curriculum development and endorsement.

Role dimensions

Decision making

Decisions are made in accordance with NESA and/or Directorate documented policies and procedures including the Code of Ethics and Conduct. This role exercises some autonomy within defined parameters of agreed scope of works and refers to the Inspector any decisions requiring significant variations to agreed outcomes.

Reporting line

Senior Project Officer VET 20 Online Project reports to the Inspector, Vocational Education.

Direct reports

There are no positions that have a direct reporting accountability to the Senior Project Officer VET 20 Online Project.

Essential requirements

Appropriate tertiary education qualifications.

Comprehensive knowledge of syllabus and assessment requirements in relation to VET in NSW.

Understanding of current and emerging practices and issues in the implementation of VET curriculum for secondary students in NSW.

Recent experience in developing curriculum related material for schools and/or training organisations.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	**Adept**
	Value Diversity	Adept
Relationships	**Communicate Effectively**	**Advanced**
	Commit to Customer Service	Adept
	Work Collaboratively	**Advanced**
	Influence and Negotiate	Adept
Results	Deliver Results	Adept
	Plan and Prioritise	**Adept**
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
Business Enablers	Finance	Intermediate
	Technology	**Advanced**
	Procurement and Contract Management	Intermediate
	Project Management	**Adept**

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Advanced	• Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs

NSW GOVERNMENT

Group and Capability	Level	Behavioural Indicators
		• Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Work Collaboratively	Advanced	• Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Plan and Prioritise	Adept	• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Business Enablers Technology	Advanced	• Show commitment to the use of existing and deployment of appropriate new technologies in the workplace • Implement appropriate controls to ensure compliance with information and communications security and use policies • Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes • Seek advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes • Implement and monitor appropriate records, information and knowledge management systems protocols and policies
Business Enablers Project Management	Adept	• Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals