



POSITION DESCRIPTION

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| POSITION TITLE | Executive and Project Support Officer | |
| REPORTS TO | Director of Curriculum and Pedagogy | |
| MAIN PEOPLE INTERACTIONS | INTERNAL Director of Curriculum & Pedagogy Curriculum & Pedagogy Managers Curriculum & Pedagogy Directorate staff | EXTERNAL Member school staff External partners State and National educational organisations and other key stakeholders |
| POSITION PURPOSE | The primary focus of this position is to provide comprehensive, high-level executive and project support to the Director of Curriculum and Pedagogy and the Curriculum and Pedagogy (C&P) Directorate. This role plays a pivotal part in facilitating effective communication, coordination, and administrative processes within the Directorate, ensuring the successful development and implementation of key programs and initiatives. | |
| PURPOSE, VALUES AND BEHAVIOUR | <p>PURPOSE</p> <p>To lead, serve and advocate for the WA Independent Schools sector.</p> <p>OUR VALUES</p> <ul style="list-style-type: none"> • Integrity • Service • Equity • Stewardship <p><u>Integrity – We build trust through honesty and integrity.</u> As a member organisation we are committed to honesty, truthfulness and acting in a way that builds trust with our stakeholders.</p> <p><u>Service – We actively listen, lead, and support our sector.</u> We deliver a positive and sustainable service to our members. We are responsive, we listen and lead our sector by offering the best evidence-based programs and services.</p> <p><u>Equity – We celebrate choice and diversity.</u> We encourage a workplace that celebrates and provides equal opportunities for all employees. This equity extends to our members where we advocate for our schools that provide diversity and choice in education for the Western Australian community.</p> <p><u>Stewardship – We responsibly and ethically manage resources entrusted in our care.</u> We promote the importance of independent education through strong stewardship and highlight that it contributes to a diverse choice in education. We seek new opportunities to advocate, deliver new solutions and programs that strengthen independent schools in Western Australia.</p> <p>EXPECTED BEHAVIORS AND ATTITUDES:</p> <ul style="list-style-type: none"> • Actively support AISWA's Purpose • Comply with AISWA's Values, Policies, Procedures, and Codes • Adhere to all Health and Safety laws and contribute to a safe and healthy workplace. | |

| KEY POSITION RESPONSIBILITIES | TASK FOCUS AREAS |
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| Executive and Project support | <ul style="list-style-type: none"> • Provide high level executive support to the Directorate. • Support Executive Committees, including the Curriculum Reference Group by preparing agendas, minutes, committee materials, and managing follow-up actions. • Draft, review and finalise briefing notes, correspondence, reports, and advice on educational matters. • Assist in managing Directorate projects from initiation to completion. • Develop project tools and documentation, including PowerPoint presentations, reports, notes, and surveys. • Monitor project progress, identify potential risks, and ensure timelines and deliverables are met. • Collect, analyse, and report on data related to projects, professional learning (PL) events, school visits, and PL evaluations to support decision-making. • Assist in creating the AISWA Professional Learning calendar, Directorate newsletter, web content, and other publications ensuring alignment with organisational branding, formatting, and messaging standards. • Manage travel and accommodation logistics for Directorate staff, ensuring compliance with internal policies and budget guidelines. • Organise and coordinate staff training and development programs. • Coordinate and support the induction process for new Directorate staff. • Maintain accurate and up-to-date records of contracts, committees, and subscriptions for the Directorate. • Identify opportunities for process improvements and propose and implement enhancements to administrative and project management practices. • Coordinate Directorate events, including meetings and staff gatherings such as farewells. |
| Stakeholder engagement | <ul style="list-style-type: none"> • Collaborate with the Executive Leadership Team, staff, schools, and external bodies to provide timely and effective support as required. • Serve as a primary point of contact, managing communication and logistics with internal and external stakeholders for appointments, meetings, projects, research initiatives, and school visits or tours. |
| Position Selection Criteria | <ul style="list-style-type: none"> • Advanced proficiency in the MS Office suite, particularly Word, Excel, PowerPoint and Outlook. • Experience working with large databases, CRM/CRS and/or LMS systems, with the ability to adapt quickly to new technologies. • Demonstrated expertise in office administrative practices and procedures, including developing and maintaining efficient systems and processes. • Proven problem-solving skills, adaptability to changing priorities, and ability to implement process improvements. • Experience managing or supporting projects from initiation to completion. • Strong organisational skills, with the ability to manage multiple tasks efficiently while maintaining quality standards. • A professional and collaborative approach to team contributions. • Exceptional written and verbal communication skills, with experience in liaising and consulting with diverse stakeholders. • High level of confidentiality, discretion, and initiative. |
| Qualifications | <ul style="list-style-type: none"> • Diploma or bachelor's degree in a relevant field. • Current driver's license and access to a personal vehicle. • Current National Police Clearance. |
| <p>Additional Information:</p> <ul style="list-style-type: none"> • This is an office-based role. • Experience working in the education sector would be an advantage, although not essential. | |