

Guidelines for applicants

ASO5 Project Support Officer

ASO6 Project Manager

Applicants may apply for one or both of these roles simultaneously.

In order to be considered for either role, please response to the **common selection criteria** and the **role specific capability statement** for the role(s) you are interested in. (guidance below).

In your **cover letter** (maximum one page) please make clear which role(s) you are interested in and outline the reasons for your interest in the role(s) and in joining the Department for Education, Division of Curriculum and Learning.

A: Common Selection Criteria

Please provide a response to these selection criteria (maximum three pages).

1. Project Planning, Coordination and Delivery

Demonstrated experience supporting or leading the delivery of complex projects, programs, policies or initiatives. Ability to coordinate multiple activities, manage competing priorities, monitor milestones and deliver outcomes within agreed timeframes.

2. Governance, Reporting and Decision Support

Demonstrated experience preparing project documentation, governance papers, reports, briefings and recommendations for executives, committees or stakeholders. Ability to monitor progress, identify risks and issues, and provide accurate information to support decision-making.

3. Stakeholder Engagement and Communication

Highly developed written and verbal communication skills, including the ability to build productive relationships, collaborate across teams and engage effectively with internal and external stakeholders. Demonstrated ability to tailor communication for diverse audiences and facilitate successful project outcomes.

4. Strategic Thinking, Problem Solving and Judgement

Demonstrated ability to analyse information, identify emerging issues, assess risks and apply sound judgement in a complex and politically sensitive environment. Experience providing practical advice and recommendations to support organisational objectives.

5. Professional Practice, Governance and Workplace Culture

Demonstrated commitment to maintaining high standards of professional integrity, governance and accountability. Experience managing information appropriately, maintaining accurate records, supporting safe and inclusive workplaces, and working in accordance with relevant policies, legislation and ethical standards.

Part B: Role-Specific Capability Statement

Specifically address your demonstrated experience in the areas listed below (maximum one page per role). Be sure to use headings to clearly indicate which role you responding to.

Project Support Officer (ASO5)

- project coordination and administration
- project planning documentation
- risk and issue monitoring
- milestone and performance reporting
- governance committee support (agendas, papers and minutes)
- stakeholder engagement and relationship management
- research, briefing and correspondence preparation
- project management tools, frameworks and methodologies
- working within government, education or similarly complex environments
- supporting project implementation and continuous improvement activities

Project Manager (ASO6)

- leading and delivering complex projects, programs or initiatives
- project governance and executive reporting
- procurement, contract and/or grant management
- project planning, budgeting and resource management
- risk management and mitigation strategies
- stakeholder consultation and partnership development
- development of strategic briefings, reports and recommendations
- providing project management advice and guidance
- applying project management frameworks and methodologies
- working in complex policy, government or education environments

Selection process

The same selection panel will consider applications for both roles at the same time, and evaluate candidates that are interested in both simultaneously. The panel may judge at shortlisting that a candidate is more suited to only one of the roles and the candidate will be advised of this if they are successful in securing an interview for the role.

If a candidate is interested in both roles and is offered an interview the panel will explore the strength of their preference for one or the other during the interview and take it into consideration in forming a judgement about preferred candidates.