

Copyright Officer

Strategic and External Relations

Position number	00037805
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 4.
Reports to	Senior Consultant - Copyright (Level 6)
Direct reports	Nil.

Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Curriculum, Assessment and Strategic Policy Directorate is responsible for:

- implementing moderation activities to ensure comparability of standards between schools delivering Western Australian curriculum.
- ensuring that equitable and rigorous Australian Tertiary Admission Rank (ATAR) course examinations are developed and provided for implementation in all Western Australian schools and international schools that deliver the Western Australian Certificate of Education (WACE)
- ensuring that the ATAR course examinations reflect the content of the ATAR courses
- ensuring that the examinations are reviewed at the completion of implementation
- leading the development of examinations in an online environment and ensuring that the curriculum is shaped to address the shift into an online environment
- directing and managing the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- researching best practice in curriculum, standards and moderation
- planning and developing the policies, programs, systems and innovations associated with the work of the Authority
- managing projects across the Authority
- ensuring that the Authority remains responsive to the needs of the Authority Board and the Minister and leading the coordination of associated services and support.

Visit scca.wa.edu.au to find out more information about the School Curriculum and Standards Authority.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Maintain an understanding of copyright legislation (in particular the provisions relating to government use of copyright material), including utilising appropriate sources of copyright information, and being aware of new developments in the relevant areas of copyright.
- Interpret copyright legislation and apply understanding of legislation to agency copyright compliance strategy and processes.
- Review Authority resources to ensure that third party copyright material is identified, acknowledged to an agreed standard, and registered on the Authority's copyright databases; including processing of ATAR course examination materials in accordance with strict security requirements and timelines.
- Liaise with local, interstate and overseas copyright owners, as necessary, to negotiate and agree on terms and copyright licences for Authority use of copyright material, as required by copyright legislation.
- Establish and maintain effective working relationships with internal and external stakeholders.
- Manage copyright licence agreements contracts between the Authority and copyright owners.
- Ensure that accurate records of copyright material used by the Authority, and of correspondence with copyright owners, are maintained on the copyright databases.
- Manage requests for use of Authority material and issues copyright licence agreements.
- Provide copyright advice to, and assist with copyright training of, Authority staff.
- Process incoming requests for the use of Authority material in a timely manner.
- Provide advice into team strategy for mitigating risk of agency copyright infringement.
- Develop, review and update copyright compliance procedures.
- Audit resources on the Authority website to check copyright compliance.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.

Selection criteria

1. Demonstrated considerable knowledge and understanding of copyright legislation, particularly the provisions relating to government use of copyright material.
2. Demonstrated well developed verbal and written communication skills with the ability to liaise with stakeholders at all levels.
3. Demonstrated well developed organisational skills with the ability to work under pressure and to tight timelines.
4. Demonstrated well developed interpersonal skills with the ability to work independently and as part of a team.
5. Demonstrated well developed computer processing skills, particularly in the use of databases to accurately manage large amounts of information.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three 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 six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 9 September 2019
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