



# Senior Consultant, Computer Systems and Network

## School Curriculum and Standards

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| <b>Position number</b> | 00047615  |
| <b>Agreement</b>       | <a href="#">Public Sector CSA Agreement 2024</a> or as replaced |
| <b>Classification</b>  | Level 6   |
| <b>Reports to</b>      | Manager, Information Systems (Level 8)                          |
| <b>Direct reports</b>  | 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 School Curriculum and Standards Division has two directorates – Curriculum, Assessment and Strategic Policy; and Examinations, Certification and Testing. The Division's purpose is to:

- ensure that the Authority remains responsive to the needs of the School Curriculum and Standards Authority Board and the Minister, and leads coordination of associated services and support
- direct and manage the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- research best practice in curriculum, standards and moderation
- implement the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations and the National Assessment Program – Literacy and Numeracy (NAPLAN) across Western Australia
- develop and maintain strategies to acknowledge student performance
- design, implement and evaluate educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- ensure that data is collected, manipulated, analysed and reported within all required timelines
- develop Externally Set Tasks (EST) and implement the logistics of delivery

- ensure that equitable and rigorous 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)
- ensure that the ATAR course examinations are reviewed at the completion of implementation
- lead the development of examinations in an online environment and ensure that the curriculum is shaped to address the shift into an online environment.

Visit [scsa.wa.edu.au](http://scsa.wa.edu.au) to find out more information about the School Curriculum and Standards Authority.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide specialist technical advice and proactive consultancy services to the Manager, Information Systems and to internal stakeholders on the Authority's computer systems and networks.
- Assist the Manager, Information Systems in providing information systems and technology services to the Authority.
- Manage the development and maintenance of information systems that meet the required specifications and twenty-four-hour operations, including on-premises and cloud-based infrastructure.
- Manage and coordinate the identification, development and implementation of security firewalls for the Authority, including the monitoring of user access to the network and cloud infrastructure.
- Assist with procurement, contract management and development of strategies, policies and procedures for the management of network and cloud infrastructure.
- Contribute to the development of the Authority's Disaster Recovery Plan and coordinate disaster recovery planning activities with internal and external stakeholders.
- Provide specialist technical input to the infrastructure and capacity planning and strategies by the Information Systems (IS) Branch.
- Oversee the development and implementation of long and short-term information system projects.
- Identify and provide solutions to complex technical issues relating to computer systems and networks at the Authority.
- Work collaboratively and in cooperation with the IS Help Desk Team.
- Maintain current knowledge of information systems and technology and provide high-level technical advice to the Manager, Information Systems.
- Manage and coordinate the installation, configuration and maintenance of all on-premises and cloud-based network hardware and systems, monitoring network availability and ensuring the optimum performance of both hardware and software.
- Manage the installation and implementation of on-premises and cloud-based network and IT hardware and software, and install, configure and maintain existing IT systems.
- Liaise with application custodians, contractors and consultants to ensure information systems operate in accordance with specifications and meet organisational standards and procedures.
- Liaise with project sponsors and other internal and external stakeholders on all matters regarding information systems development.
- Coordinate system processing for the annual WACE examinations, ensuring reports and documentation are provided in an accurate and timely manner.

- Participate in the on-call roster to provide support to relevant systems during the WACE exam period.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.

### Selection criteria

1. Demonstrated substantial experience with major systems design, development and implementation and with the formation of IT systems development plans, methodologies associated with system development life cycles and project management in a hybrid on-premises and cloud-based systems development environment.
2. Demonstrated highly developed management skills, including a proven ability to prepare, plan and control project schedules and resources.
3. Demonstrated highly developed communication and interpersonal skills, including ability to write system documentation.
4. Highly developed conceptual and analytical skills that demonstrate the ability to identify and clarify problems and generate appropriate strategies to address them.

### Eligibility and training requirements

Employees will be required to:

- hold a tertiary qualification in information technology, relevant industry qualifications or equivalent substantial experience
- 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
- obtain or hold a current Working with Children Check
- 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 15 October 2025  
Reference D25/1081158