

Manager, Higher Education

Position number	00026330
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 8
Reports to	Executive Director, Enterprise Governance and Partnerships
Direct reports	Principal Policy Officer x2 (Level 7)

Context

The Enterprise Governance and Partnerships Division drives high performance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives and confidence in the management of key external partnerships. We do this by:

- ensuring strategic responses and projects are delivered within expectations underpinned by quality project and program management methodologies
- improving oversight of high-level strategic priorities and projects through increased visibility and quality assurance
- aligning governance standards to the strategic significance and complexity of initiatives
- supporting evidence-based decision making through effective use of intelligence and data
- developing and maintaining effective partnerships to support strategic alignment and positive relationships both within and external to the Department, including with higher and international education stakeholders.

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

Key responsibilities

- Manage the operations of the higher education policy and planning functions of the Branch.
- Provide high level strategic policy and planning advice on higher education matters to the Minister, Director General and Executive Director.
- Develop policies and initiatives in higher education to achieve State and National objectives and outcomes.
- Initiate and manage research projects and other investigations on policy and planning matters in State higher education.
- Represent the Department on relevant State and national higher education committees, working groups and forums, and contributing to Commonwealth-State negotiations on higher education matters.

- Maintain effective relationships and links between the State Government, the Commonwealth and other State/Territory Governments; other State Government departments and agencies; the universities; other higher education providers; and industry and community representatives.
- Assist with and manage staff in the preparation of cabinet submissions, correspondence, briefing papers, speech notes and responses to parliamentary and Ministerial questions, as required by the Minister and Director General on any issues and matters relevant to higher education.
- Maintain a high level of understanding of developments in Western Australia's higher education sector, as well as Commonwealth and State legislation, regulations, policies and settings.
- Manage the human, financial and physical resources of the Branch.
- Manage the administrative and business functions of the Branch, including allocating resources in accordance with business plans and maintaining control over relevant expenditure and budgets.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

Implements and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contributions and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues

Achieves results

- evaluates performance and identifies critical success factors
- establishes clear plans and timeframes for task implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may affect outcomes and adjusts plans as required

Builds productive relationships

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works towards mutually beneficial outcomes
- brings people together and encourages input from key stakeholders

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work; and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

Eligibility and training requirements

Employees will be required to:

- 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
- 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 3 June 2025
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