



## Project Officer, Vocational Education and Training (VET) and Endorsed Programs Strategic and External Relations

<b>Position number</b>	00033641
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Principal Consultant – Vocational Education and Training (VET) (Level 7)
<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 leading 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 ATAR course examinations and the National Assessment Program – Literacy and Numeracy 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 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)
- 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 [scaa.wa.edu.au](https://scaa.wa.edu.au) to find out more information about the School Curriculum and Standards Authority.

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

### Key responsibilities

- Provide project management support to officers involved with Vocational Education and Training (VET) and Endorsed Programs, including assisting with the development and management of project plans, schedules and relevant documentation.
- Develop, manage and maintain complex data on the Student Record Management System (SRMS) for the use of internal and external clients.
- Assist in the development of effective systems to organise information and data across the Authority.
- Liaise with officers in Curriculum and Assessment, the Data Team and Information Services on matters related to VET and Endorsed Program data management integrity.
- Collate data relating to VET and Endorsed Programs and coordinate the preparation of key papers and briefings for internal and external clients.
- Develop documentation, including procedures and operational guidelines, ensuring compliance with the authority's and government policies.
- Responsible for the management and integrity of VET and Endorsed Program pages on the website.
- Undertake research into policy and procedures used in other states and territories and internationally to support development and recognition of non-formal learning.
- Respond to enquiries from schools and stakeholders, including emails, phone calls and correspondence.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.

### Selection criteria

1. Demonstrated well developed verbal and written communication skills, including ability to liaise effectively with internal and external stakeholders at all levels.
2. Demonstrated data management skills, including data analysis and reporting, and the ability to interpret data.
3. Demonstrated ability to undertake research and policy projects with minimal supervision.
4. Demonstrated initiative and good organisational skills, including the ability to meet deadlines and identify priorities.

## 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
- 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 9 July 2024  
Reference D24/0488797