



Principal Policy and Governance Officer

Disability Reform

Position number	00047770
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Manager, Policy and Governance (Level 8)
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

The Strategy and Policy Division provides strategic policy advice on local, state, and national education initiatives, and develops system wide strategies and policies to improve student and Department outcomes.

The Department of Education's Disability Reform Directorate has a key role in leading the Department's program of work that sets the direction and longer-term disability reform plan for public education. This will involve working across the agency and whole-of-government, with ongoing engagement and consultation with key stakeholders, to strengthen access and services across the public education system.

The Directorate has responsibility for progressing commitments made by the State Government, including but not limited to those related to the WA Implementation Roadmap for the Disability Royal Commission, State Disability Strategy, and other reviews and reports.

The role will undertake key policy functions such as research, analysis and report writing, as well as supporting the governance structure. The role will work collaboratively across the Disability Reform Directorate, the entire Department and external key stakeholders in the delivery of the disability reform program priorities.

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

Key responsibilities

- Lead research and analysis to develop system-wide strategies, policies and initiatives to address complex policy issues associated with the disability reform.

- Ensure the provision of seamless policy advice to the Manager, governance bodies and Corporate Executive.
- Prepare policy documents, reports, business cases, briefings, cabinet papers and submissions on strategic policy matters.
- Evaluate the broader political, economic, social and technical environment to ensure appropriate research and data is available to develop policy options.
- Keep abreast of contemporary strategic policy practice, critical issues, directions and trends.
- Evaluate the cost effectiveness, including cost benefit analysis, social impact, environmental cost and value for money of policy options.
- Develop and recommend preferred options using high level analysis and relevant, representative and verifiable evidence.
- Facilitate public sector governance, including ensuring that decision-making processes comply, and are consistent with, the Department's legal and policy obligations.
- Operate as part of a team and work collaboratively with relevant stakeholders on strategic priorities and ministerial directions.
- Build and maintain collaborative working relationships and effective communication networks across all Department divisions and with external stakeholders.
- Represent the Department on internal and external committees and working parties in a range of contexts related to the design and development of strategic policies.

Selection criteria

1. Understanding of the strategic direction of Western Australia's public education system and contemporary policies, frameworks and issues.
2. Substantially developed conceptual, research, analytical and problem-solving skills, including the ability to apply strategic thinking to develop options and achieve outcomes.
3. Substantially developed written communication skills, including extensive experience in the preparation of complex reports, briefing papers and policy.
4. Substantially developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
5. Substantially developed strategic planning skills with a proven ability to apply contemporary strategic policy tools and frameworks and coordinate, deliver and evaluate strategic outcomes.
6. Substantially developed program and project management skills with a proven ability to plan, coordinate and deliver strategic initiatives in a complex environment.

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 26 November 2025
Reference D25/1195134