



# Job Description Form

## Senior Policy and Governance Officer Disability Reform

<b>Position number</b>	00047778
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager, Policy and Governance (Level 8)
<b>Direct reports</b>	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 involves 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.

This role will undertake key policy functions such as high-level research, critical analysis and preparation of strategic advice and reports, as well as facilitating program governance. The role will work collaboratively across the Directorate and the Department in the delivery of program priorities.

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

## Key responsibilities

- Review major strategic policy settings and reforms related to disability and education to support policy imperatives, and prepare strategic policy advice for the Minister, Corporate Executive and other agencies on these issues.
- Plan and undertake high-level research and critical analysis to develop system-wide strategies, policies and initiatives to address complex policy issues associated with the disability reform program and provide reports to senior management.
- Coordinate and prepare Ministerial correspondence, speeches, reports, submissions and policy briefings on disability reform matters.
- Facilitate program governance, including ensuring that decision-making processes comply, and are consistent with, the Department's legal and policy obligations.
- Develop and coordinate advice on policies, guidelines and procedures relevant to strategic issues.
- Operate as part of a team and work collaboratively with relevant stakeholders on strategic priorities and ministerial directions.
- 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.
- Undertake professional consultation within the Department, other Government agencies and private sector organisations on issues related to disability reform.

## Selection criteria

1. Demonstrated substantial experience in the development of strategic policy frameworks and governance processes and extensive knowledge of current State and National education issues, trends, policies and systems.
2. Demonstrated highly developed research, analytical, conceptual and problem-solving skills including the ability to identify and clarify patterns and trends, process improvements and provide innovative thinking in problem solving.
3. Demonstrated highly developed written communication skills including extensive experience in the preparation of Ministerials, briefings, policy and complex reports.
4. Demonstrated highly developed verbal and interpersonal communication skills with the ability to undertake high level consultations and negotiations.
5. Demonstrated highly developed program and project management skills including project methodology, planning, coordination, implementation and evaluation.

## 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 27 November 2025  
Reference D25/1198148