



## Senior Consultant – Copyright/Library

### Publications and Communication

<b>Position number</b>	00028427
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Consultant Digital Strategy and Delivery (Level 7) 00026959
<b>Direct reports</b>	Copyright Officer - various positions (Level 4) Library Assistant (Level 2)

### 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 [scsa.wa.edu.au](https://scsa.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

- Manage copyright compliance and library services for the Authority.
- Oversee the application of copyright legislation in the Authority, in particular the provisions relating to government use of copyright material.
- Develop training material and provide advice and training to staff to ensure the Authority's use of copyright material complies with copyright legislation, including correct acknowledgements of third party copyright material for a range of Authority documents using established Authority standards to improve copyright compliance procedures and agency compliance.
- Provide advice to staff on copyright matters in a timely manner and ensure knowledge of copyright is kept current.
- Negotiate licenses with a wide range of copyright holders for all Authority purposes.
- Ensure accurate records of all third party material used by the Authority is maintained in the copyright database, including the update of expiring copyright permissions.
- Ensure that copyright material within Authority resources is accurately acknowledged and registered on the copyright database and terms are agreed with copyright owners as necessary.
- Ensure that incoming requests for the use of Authority material are processed in a timely manner.
- Manage the recording and maintenance of the Authority's publications archive and library collection, ensuring accurate registration of Authority resources in the library management system.
- Develop and oversee the implementation of library and copyright policies, procedures and guidelines.
- Ensure a quality information service is provided for internal and external clients in relation to copyright and library matters, including a current awareness service to Department staff.
- Establish and maintain effective working relationships with internal and external stakeholders.
- Lead and manage a small team of copyright and library officers, ensuring effective team performance.
- Mitigate the risk of copyright infringement and ensure compliance with legal deposit legislation.
- Seek advice on copyright matters from the State Solicitor's office and relevant agencies as required.
- Maintain effective records and information databases in accordance with the Department's recordkeeping policy.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance and in accordance with the Public Sector Performance Management Standard and Department policy.

## Selection criteria

1. Demonstrated substantial knowledge and experience in implementing legislation, policy or licence agreements relating to copyright.
2. Demonstrated highly developed verbal and interpersonal communication skills, including the ability to liaise effectively with a wide range of individuals at all levels.
3. Demonstrated highly developed team management and leadership skills with the ability to coordinate and deliver effective outcomes.
4. Demonstrated highly developed written communication and presentation skills, including experience in preparing training material.
5. Demonstrated highly developed problem solving and risk management skills with the ability to provide innovative solutions to strategic and complex problems and issues.

## 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; and
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment, and 3 months 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 July 2024  
Reference    D24/0473160