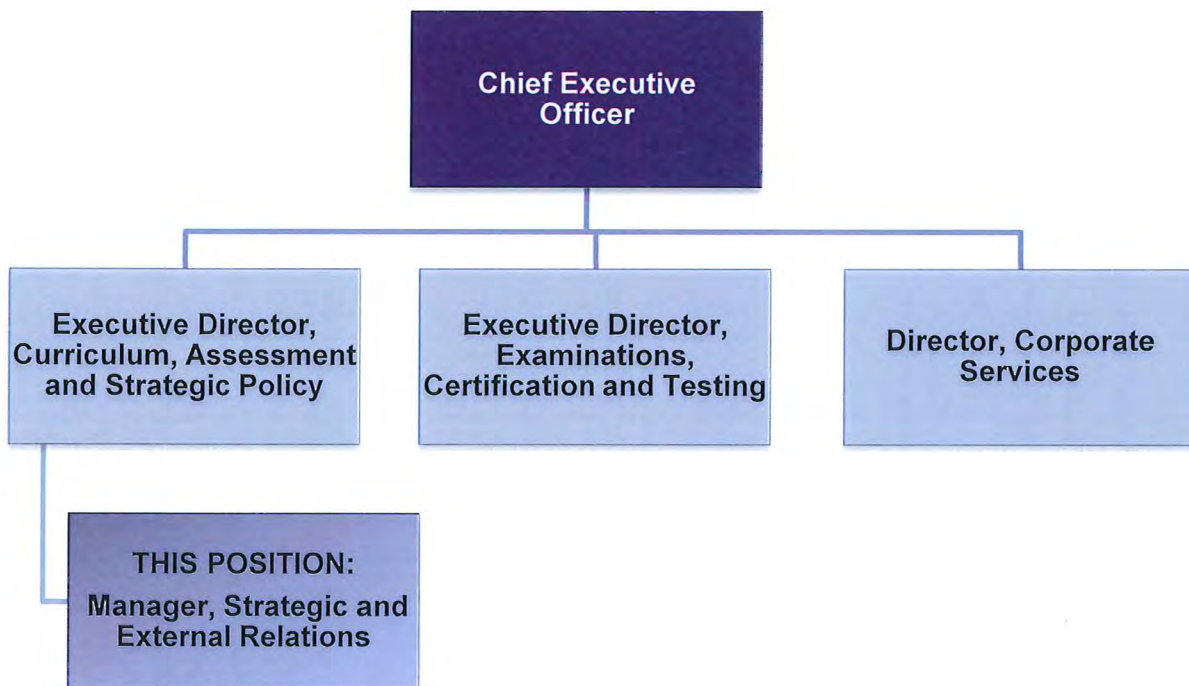




Job Description Form

| | | | |
|-----------------------------------|---|--|-----------------|
| Position Title: | Manager, Strategic and External Relations | Position Number: | 00026252 |
| Salary: Level 8 | | Last Update: | 6 February 2017 |
| Salaries agreement / Award | | Public Service Award 1992 Public Service and Government Officers General Agreement 2014 | |

Reporting relationship



JDF REGISTERED

SIGNED

DATE 28/2/17

Context and scope

The School Curriculum and Standards 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 Authority is responsible for:

- the development and accreditation of courses Kindergarten to Year 12
- the provision of standards for student achievement and for the assessment and certification of student achievement according to those standards
- the provision of an outline of curriculum and assessment in schools that, taking account of the needs of students, sets out the knowledge, understanding, skills, values, and attitudes that students are expected to acquire and guidelines for the assessment of student achievement
- the provision of a database relating to participation in education, training or employment by students during their school years
- the preparation of independent reports on the standards being achieved in Western Australian schools.

The Authority has a governing body, the Board. The Board consists of six members and a Chairperson. The Board has two statutory advisory committees which are chaired by Board members. The Standards Committee has five members, and is an expert committee on education standards and the correct interpretation of student achievement results in relation to standards. The Curriculum and Assessment Committee has 13 members and is an expert committee on curriculum development and the post-school options available to students. In addition to the two statutory advisory committees, the Board can appoint other committees to assist the Board in the performance of its functions.

Organisation Structure

The Authority has three directorates: Curriculum, Assessment and Strategic Policy, Examinations, Certification and Testing and Corporate Services. The Executive Directors and Director, together with the Chief Executive Officer form the Corporate Executive of the Authority.

The **Curriculum, Assessment and Strategic Policy Directorate** is responsible for:

- development of Externally Set Tasks (EST)
- ensuring 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)
- ensuring that the ATAR course examinations reflect the content of the ATAR courses
- ensuring that the examinations are reviewed at the completion of implementation
- leading the development of examinations in an online environment and ensuring that the curriculum is shaped to address the shift into an online environment
- directing and managing the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- researching best practice in curriculum, standards and moderation
- planning and developing the policies, programs, systems and innovations associated with the work of the Authority
- managing projects across the Authority
- ensuring that the Authority remains responsive to the needs of the Board and the Minister and leading the coordination of associated services and support.



The **Examinations, Certification and Testing Directorate** is responsible for:

- implementing the logistics for the delivery of ATAR course examinations
- implementing the logistics for the delivery of EST's
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- ensuring that data is of the highest integrity and that it is collected, manipulated, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders
- ensuring that information systems optimise service delivery to all stakeholders
- planning and supporting for the implementation of future technological improvements across the Authority.

The **Corporate Services Directorate** is responsible for:

- managing the financial accounting systems, development of internal budgets and leading the annual State Budget process to ensure strategic and corporate objectives are met
- leading the development, implementation and review of strategic human resource management including industrial relations
- ensuring that effective and efficient corporate policies, systems and practices are adopted, embedded and reported across the Authority
- providing timely and accurate payroll, accounts payable and receipts
- delivering accurate and timely whole of government reporting of business related data and information
- managing the Authority's assets, property and resources systems and registers
- managing the Authority's corporate governance requirements
- undertaking the Authority's copyright functions and compliance across the Authority
- managing the intranet and the Information Systems help desk
- identifying and managing compliance and risk management requirements of the Authority
- managing the Authority's corporate records management systems and processes
- managing the Authority's library service
- managing building maintenance, security and management of fleet vehicles
- providing efficient customer service and reception to external clients.



Role statement

The **Manager, Strategic and External Relations** undertakes the following duties:

1. manages the development of complex policy, research and evaluation tasks and the review of programs related to the Authority's core business
2. provides strategic direction in the development of policy and procedures for the Authority's Pre-primary to Year 12 international education program and manages the quality assurance of the implementation of this program
3. conceptualises strategic online web presence and communications advice and manages the implementation of associated strategies
4. manages and provides strategic leadership for the Authority's Program Governance process and constructs goals, plans, timelines and budgets
5. manages the reporting on project milestones, the evaluation of projects and business processes and implements risk mitigation strategies and improvement processes
6. manages staff performance in accordance with the Public Sector Performance Management Standard and internal policy
7. prepares financial plans that take into consideration current and future requirements of allocated project budgets. Ensures that delegated authorities are properly documented and approved and internal controls and policies are adhered to
8. manages, monitors and regularly reviews project budgets ensuring that the expenses managed do not exceed allocated funds. This includes assisting the Executive Director in managing allocated financial resources by providing a regular overview of the current financial status of projects
9. facilitates collaborative processes between the school systems and sector, schools and other stakeholder organisations, including universities and Technical and Further Education Colleges, to share and generate ideas and monitor and review processes
10. provides strategic leadership for continuous improvement and builds the capacity of staff
11. manages cultural change through the delivery of strategic objectives
12. provides advice, correspondence and briefings to the Minister for Education, Board, school systems and sector, members of the Authority's Executive and the Chief Executive Officer as required
13. provides executive support to relevant consultative groups and working parties as required
14. manages a range of special projects that require consistent approaches across the team
15. performs other duties as directed by the Executive Director, Curriculum, Assessment and Strategic Policy.



Selection criteria

The following selection criteria are to be read and addressed with reference to the Role Statement, Context and Scope of this position and the principles and practice of Equal Opportunity and Occupational Safety and Health. When addressing the criteria you may wish to include, without addressing separately, evidence of qualifications attained in relation to the position.

| Criterion | Skill and behaviour descriptors |
|--|---|
| Shapes and manages strategy | Inspires a sense of purpose and direction Focuses strategically Harnesses information and opportunities Shows judgement, intelligence and common sense |
| Achieves results | Builds organisational skill and responsiveness Marshals professional expertise Steers and implements change and deals with uncertainty Delivers intended results |
| Builds productive relationships | Nurtures internal and external relationships Facilitates cooperation and partnerships Values individual differences and diversity Guides, coaches and develops people |
| Exemplifies personal integrity and self-awareness | Demonstrates public service professionalism and probity Engages with risk and shows personal courage Commits to action Displays resilience Demonstrates self-awareness and a commitment to personal development |
| Communicates and influences effectively | Communicates clearly Listens, understands and adapts to audience Negotiates persuasively |

Eligibility

Employees will be required to:

- obtain a current National Police Clearance Check prior to commencement of employment
- obtain or hold a current Working with Children Check.



Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Juanita Healy _____ [Signature] _____ 9/2/2017
Executive Director/Director/Manager (please print) Signature Date

Janine Nairn _____ [Signature] _____ 13/02/2017
Director Corporate Services (please print) Signature Date

HR Manager authorisation: [Signature]

As occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant (please print) Signature Date

JDF REGISTERED
SIGNED [Signature]
DATE 28/2/17