

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992; Public Service and Government Officers CSA General Agreement 2017 or as replaced
<b>Division:</b> School Curriculum and Standard  <b>Directorate:</b> Curriculum, Assessment and Strategic Policy  <b>Branch:</b> Strategic and External Relations	<b>Effective Date of Document</b> 06 November 2018

**THIS POSITION**

**Title:** Principal Consultant – Digital Strategy and Delivery

**Classification:** Level 7

**Position No:** 00026959

**Positions under direct responsibility:**

<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>
Online Strategy and Development Consultant	Level 5	00035866
Online Strategy and Development Consultant	Level 4	00035867
Administrative Assistant	Level 2	00026676

**REPORTING RELATIONSHIPS**

**TITLE:** Assistant Executive Director, Curriculum, Assessment and Strategic Policy  
**LEVEL:** Class 2  
**POSITION NUMBER:** 00037223

**TITLE:** Manager, Strategic and External Relations  
**LEVEL:** 8  
**POSITION NUMBER:** 00026252

**This position and the positions of:**

<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>
Principal Consultant – International Education	Level 7	Various
Principal Consultant – Strategic Engagement	Level 7	00037447
Senior Copyright Officer	Level 6	00028427
Executive Admin Support Officer	Level 3	00033474

<b>TITLE</b>	<b>CLASSIFICATION</b>	<b>POSITION NO.</b>	<b>EFFECTIVE DATE</b>
Principal Consultant – Digital Strategy and Delivery	Level 7	00026959	06 November 2018

## CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

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 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 ATAR course examinations reflect content of ATAR courses
- ensuring that examinations are reviewed at completion of implementation
- leading development of examinations in an online environment and ensuring that curriculum is shaped to address the shift into an online environment
- directing and managing 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 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.

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## ROLE

The Principal Consultant – Digital Strategy and Delivery:

- leads and manages the Digital Strategy and Delivery team in the technical design, development, delivery, maintenance and evaluation of the Authority's digital presence in support of the Authority's strategic direction which embraces best practice and complies with State Government requirements and Website Governance Framework
- identifies, develops and reviews business plans and activities for the Digital Strategy and Delivery team
- provides expert advice to internal and external stakeholders on the current and potential use of digital services and leads planning activities to identify opportunities for the use of web technologies to meet the Authority's objectives
- leads development and review of digital standards, policies and procedures to support online strategy
- participates in strategic and operational planning to meet the objectives of the Authority
- consults regularly across the Division to identify opportunities for using web technologies to meet the Authority's strategic objectives
- ensures compliance with Department document control procedures
- in collaboration with key State and national stakeholders, leads and project manages delivery of digital services and facilities
- leads and manages the contract management process, ensuring good practice in contract administration, monitoring of compliance and performance, with appropriate reporting
- establishes and monitors service arrangements with external providers through service level agreements and contracts
- develops and maintains an integrated risk management approach, coordinating risk management processes including identification, analysis assessment, improvements and monitoring
- monitors and maintains budget and resource allocation for service contracts and projects under the position's control
- manages competing projects simultaneously with multiple stakeholders, ensuring they are delivered to agreed timelines and within budget
- negotiates goals, timelines and deliverables for online projects with key internal and external stakeholders
- develops and maintains effective networks and working relationships with colleagues, stakeholders, executive and management and other state and national public sector agencies
- represents the Authority in external working groups, committees and with online service matters

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- promotes best practice in web-related matters by monitoring industry developments and trends, and identifying opportunities to improve service delivery
- maintains effective records and information databases in accordance with the Department's recordkeeping policy
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

## **OUTCOMES**

1. Expert advice on the current and potential use of digital services is provided to internal and external stakeholders.
2. The Authority's digital presence supports the strategic direction and complies with State Government requirements and website governance framework.
3. Digital standards, policies and procedures are developed, regularly reviewed and communicated to stakeholders.
4. Service level arrangements and digital projects are established and monitored.
5. Human, physical and financial resources are effectively and efficiently implemented.
6. The Authority is represented on external committees and working groups.
7. Accrued leave of staff is managed effectively.
8. Performance management and development is delivered effectively.

## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated high-level technical knowledge of effective web design and development using contemporary web development tools and environments.
2. Demonstrated substantial skills and experience in developing and implementing procedures for content publication and document management within enterprise level website Content Management Systems.
3. Demonstrated highly developed communication and interpersonal skills, including the ability to undertake high-level consultations, collaborations and negotiations.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
5. Demonstrated highly developed team management, leadership and planning skills and the ability to coordinate and deliver effective outcomes.

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## **ELIGIBILITY**

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

## **TRAINING**

Employees will be required to:

- complete the Department's induction program within three 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 six months of appointment.

## **CERTIFICATION**

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

## **ENDORSED**

**DATE** 06 November 2018  
**TRIM REF #** D18/0491337