

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

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992; Public Service and Government Officers CSA General Agreement 2017 or as replaced	
Division: School Curriculum and Standard Directorate: Curriculum, Assessment and Strategic Policy Branch: Strategic and External Relations	Effective Date of Document 14 January 2019	

THIS POSITION

Title: Principal Consultant – International Education

Classification: Level 7

Position No: 00039336

Positions under direct responsibility: Nil

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:

Title:	Classification:	Position No:
Principal Consultant – International Education	Level 7	TBC
Principal Consultant – Digital Strategic and Delivery	Level 7	00026959
Principal Consultant – Strategic Engagement	Level 7	00037447
Senior Copyright Officer	Level 6	00028427

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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 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 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 – International Education:

- initiates and maintains contractual arrangements with overseas schools who deliver the Western Australian curriculum and assessment program
- supports the Curriculum, Assessment and Strategic Policy Directorate and the Examinations, Certification and Testing Directorate to monitor the implementation of the Authority's curriculum and assessment programs in overseas schools
- supports the management of the budget and all other compliance requirements for the delivery of Western Australian curriculum and assessment programs in overseas schools
- organises, facilitates and coordinates information sessions for staff from overseas schools, as required
- provides high-level written reports and discussion papers on international education
- undertakes review and evaluation of the delivery of Western Australian Curriculum and Assessment Outline and the Western Australian Certificate of Education (WACE) in overseas schools
- provides advice, correspondence and briefings to the Manager, Strategic and External Relations, Executive Management and the Board as required
- maintains effective records and relevant 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
- performs other duties as required.

OUTCOMES

1. Contractual arrangements with overseas schools are effectively managed.
2. The implementation of curriculum and assessment programs in overseas schools is monitored and information is provided to relevant stakeholders.
3. Information sessions are organised where required.
4. Effective support is provided in the management of the International Education budget.
5. Reports and discussion papers on international education are prepared and presented to senior management.
6. Accrued leave of staff is managed effectively.

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7. 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 knowledge of curriculum and assessment in the context of the *Western Australian Curriculum and Assessment Outline* and/or the WACE, ATAR course examinations, performance monitoring and review.
2. Demonstrated high-order conceptual and analytical skills.
3. Demonstrated substantial project and program management skills, including the ability to implement processes to facilitate monitoring, reporting and successful delivery and objectives in a timely manner.
4. Demonstrated highly developed communication and interpersonal skills, including experience in undertaking consultation, stakeholder engagement, collaboration and negotiation.
5. Demonstrated ability to provide strategic leadership.

ELIGIBILITY

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

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 14 January 2019
TRIM REF # D19/0012350