Digital Strategy and Delivery Consultant
Strategic and External Relations

Position number	00035866
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 5
Reports to	Principal Consultant, Digital Strategy and Delivery (Level 7)
Direct reports	Nil

Context

The School Curriculum and Standards Division provides administrative and secretariat services for and implements 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:
- implementing moderation activities to ensure Statewide comparability of standards
- ensuring 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 work of the Authority
- managing projects across the Authority
- ensuring that the Authority remains responsive to needs of the School Curriculum and Standards Authority Board and the Minister and leading coordination of associated services and support.

Visit scsa.wa.edu.au to find out more information about the School Curriculum and Standards Authority.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- plans, designs, develops, implements and coordinates the Authority's digital presence
- works with the Principal Consultant, Digital Strategy and Delivery to identify, develop and plan digital activities
- works with content developers (internal and external) to plan and deliver effective digital learning materials and activities
- contributes to the development of digital corporate standards and procedures
- provides technical advice and practical assistance in developing protocols for effective digital communication
- ensures digital materials produced embrace best practice and comply with State Government requirements
- identifies and develops design concepts for website and associated audiovisual digital materials to ensure development of web content and materials are relevant to all stakeholders and are consistent
- designs and develops innovative and responsive digital service delivery strategies and compiles and authors digital content for online delivery
- provides strategic advice on digital learning tools and methodologies
- consults across the Division to ensure development of web content and materials match best practice and are effective
- scopes and manages projects, mapping tasks and activities to meet project timelines and enhance objectives
- ensures compliance with document control procedures
- liaises and maintains effective working relationships with a wide range of stakeholders
- maintains an awareness of industry standards, advances and best practices and identifies and provides advice and guidance in the use of innovative technologies to enhance online service delivery
- provides support to internal users in compliance with digital standards for the Authority websites
- coordinates the helpdesk and user support, including development and delivery of in-house training
- ensures compliance with document control procedures
- maintains effective records and information databases in accordance with the Department's recordkeeping policy.

Selection criteria

1. Demonstrated considerable knowledge and experience in cross-platform design and development of websites, including responsive design methodologies advanced DOM manipulation (jQuery) and Content Management System integration.
2. Demonstrated experience in implementing procedures for content publication and document management within enterprise level website Content Management Systems.
3. Demonstrated well developed organisational and project management skills, including the ability to deliver products, services and projects within agreed timeframes.
4. Demonstrated well developed conceptual, analytical and problem solving skills.
5. Demonstrated well developed interpersonal, communication and negotiation skills, including the ability to work in a team and liaise effectively with individuals at all levels.
6. Demonstrated considerable experience in providing high quality customer service and technical advice to internal and external stakeholders.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three 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 six months of appointment.

Certification

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

ENDORSED

Date   2 April 2019
Reference   D19/0137207