

Senior Policy Analyst

Projects and Initiatives

Position number	00040179
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Manager, Projects and Initiatives (Level 8)
Direct reports	Nil

Context

The Strategy, Policy and Governance Division:

- Initiates, develops and implements systemic reform projects and digital tools that support and enhance student educational outcomes.
- Monitors developments internationally and in other states and territories.
- Plans the future delivery of public schooling throughout the State, including design, location and delivery.
- Leads the Department's program of school autonomy, evaluation, performance and accountability, including student assessment and needs-based school funding.
- Oversees and quality assures the Department's governance framework and related activities.
- Acts as the conduit between the Office of the Minister for Education and Training and the Department.

The Projects and Initiatives Branch is responsible for:

- Providing support and policy advice on copyright and intellectual property for the Department.
- Providing a lead role in supporting WA public schools transitioning to NAPLAN online.
- Consulting with internal and external stakeholders to establish and maintain effective partnerships and relationships with government agencies and other organisations.
- Representing the Department on committees, reference groups and project teams.
- Providing strategic advice and technical expertise to the Minister, Director General and Corporate Executive.

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

Key responsibilities

- Plan, undertake and review major, strategic policy projects related to education to support State and National policy imperatives and provides strategic policy advice to the Minister, Corporate Executive and other agencies on these issues.
- Facilitate public sector governance, including ensuring that decision-making processes comply, and are consistent with, the Department's legal and policy obligations.
- Plan and undertake high-level research and critical analysis to identify emerging trends and issues at a local, national and international level and provides reports to senior management.
- Plan and undertake reviews and evaluations of strategic education programs, projects, policies and initiatives.
- Develop and coordinate operational and high-level policies, guidelines and procedures in relation to strategic issues.
- Coordinate and prepare Ministerial correspondence, speeches, reports, submissions and policy briefings on education related matters.
- Undertake professional consultation within the Department, with industry, other Government agencies and private sector organisations on issues related to education.

Selection criteria

1. Demonstrated substantial experience in the development of policy frameworks and governance processes and extensive knowledge of current State and National education issues, trends, policies and systems.
2. Demonstrated highly developed research, analytical, conceptual and problem solving skills including the ability to identify and clarify patterns and trends, process improvements and provide innovative thinking in problem solving.
3. Demonstrated highly developed written communication skills including extensive experience in the preparation of Ministerials, briefings, policy and complex reports.
4. Demonstrated highly developed oral and interpersonal communication skills with the ability to undertake high level consultations and negotiations.
5. Demonstrated highly developed program and project management skills including project methodology, planning, coordination, implementation and evaluation.

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 16 January 2020
Reference D20/0029912