

Senior Consultant Policy, Research and Ethics Strategic and External Relations

Position number	00037634
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Manager, Strategic and External Relations (Level 8)
Direct reports	Nil

Context

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:

- implementing moderation activities to ensure comparability of standards between schools delivering Western Australian curriculum
- 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 content of the ATAR courses
- ensuring that examinations are reviewed at completion of implementation
- leading 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 Authority Board and the Minister and leading coordination of associated services and support.

Visit scca.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

- Develop, review and coordinate operational and high-level policies, guidelines and procedures in relation to strategic issues and the operation of the Authority's research and ethics functions.
- Lead, plan and undertake high-level research and critical analysis to identify emerging trends and issues at a local, national and international level and provide reports to Division Executive and Senior Management.
- Contribute to the review and development of strategic planning processes and support the implementation of systems and processes, ensuring issues such as accountability, reporting and general compliance are met.
- Review submitted applications for ethical approval and provide guidance to potential and actual applicants to ensure access to the Authority's information sets is granted to appropriate and legitimate applicants in accordance with legislative requirements.
- Liaise with external and internal stakeholders on the development, delivery and implementation of policies and initiatives.
- Undertake, coordinate and support professional consultation within the Department and with industry, Government agencies and private sector organisations on issues related to education, including organising and facilitating ad hoc meetings in support of ethical processes.
- Coordinate and prepare correspondence, speeches, reports, submissions, approvals, conditional approvals and policy briefings on research protocols and education related matters.
- Maintain databases and manage ongoing monitoring processes for approved research requests for data.
- Provide executive support to the Authority Board and Board subcommittees, and Division Executive and Senior Management, including preparing meeting agendas and preparing and coordinating briefing papers.

Selection criteria

1. Demonstrated ability to identify and evaluate current State and National education issues, 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 experience in the preparation of Ministerial responses, 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 knowledge of regulatory requirements and policy governing human research, including human research ethic processes.
6. Demonstrated substantial skills and experience in providing executive and administrative support to a committee or board.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 9 January 2020
Reference D20/0010808