

## Senior Digital Resources Specialist

### Strategy and Projects

<b>Position number</b>	00039411
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager, Strategy and Projects (Level 8)
<b>Direct reports</b>	Nil

#### Context

The Strategy and Projects Branch is responsible for:

- providing leadership and policy advice on systemic reform projects within the directorate
- coordination, advice and support within Strategic Initiatives Directorate enabling:
  - a consistent, rigorous approach to project management
  - development of an integrated program schedule
  - identification of interdependencies
  - development of coordinated strategies/initiatives to address risks and issues common to projects
  - development of comprehensive progress reporting for all projects
- consulting with internal and external stakeholders to establish and maintain effective partnerships and relationships with government agencies and other organisations
- monitoring developments in other states and territories as well as the key initiatives of the Commonwealth Government's national education reform agenda and providing strategic advice and technical expertise to the Minister, Director General and Corporate Executive.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Plan, implement and evaluate the design, development, monitoring, evaluation and distribution of digital resources for the Department of Education using industry standard tools.
- Provide specialist instructional design and resource development advice and support to branches, schools and regions.
- Provide specialist support to branches, schools and regions in digital resource implementation issues.

- Develop strategies and procedures to support digital resource design and distribution.
- Provide information on the effective use of digital resources, resolution of technical issues and advice on incorporating digital resources into Connect classes to support schools in developing quality online learning solutions.
- Liaise with Departmental staff regarding the digital resources aspects of systems development, testing, delivery and implementation of digital resources policy and initiatives.
- Consult and negotiate with external providers and contractors on matters related to digital resources.
- Prepare project plans and reports related to digital resources initiatives.
- Provide schools, branches and regions with appropriate digital resources which enhance the provision of effective teaching and learning.
- Collaborate and negotiate with relevant agencies, departments and directorates in order to promote digital resources.
- Initiatives relating to digital resources are developed, established and implemented in accordance with national and department policies.
- Provide information and support to schools, branches and regions on compliance with accessibility and technical standards.
- Ensure digital resources are compliant with copyright and intellectual property legislation.

### **Selection criteria**

1. Demonstrated high level knowledge of, and substantial experience with, designing and developing contemporary digital resources for K-12 and adult learners using industry standard tools.
2. Demonstrated substantial knowledge of current curriculum initiatives, policies and issues in relation to digital resources for students.
3. Demonstrated highly developed written, oral and interpersonal communication skills, including the ability to liaise effectively with a wide range of individuals.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to identify issues and generate strategies in order to deliver key project outcomes.
5. Demonstrated highly developed project management skills and the ability to contribute to team processes and outcomes.

### **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 10 October 2019  
Reference D19/0464483