

## Strategic Analyst (Project Officer)

### Policy and Quality Assurance

<b>Position number</b>	00034284
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 5
<b>Reports to</b>	Manager, Policy and Quality and Assurance (Level 8)
<b>Direct reports</b>	Nil

#### Context

The Teacher Registration Directorate comprises the Registration and Customer Services Branch, the Investigations and Compliance Branch and the Policy and Quality Assurance Branch. The Directorate is responsible for providing secretariat services to the Teacher Registration Board of Western Australia. The Directorate supports the Board's mission of serving the public interest by ensuring that teachers are registered and teacher education programmes are accredited in accordance with relevant legislation and in the best interests of children.

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

#### Key responsibilities

- Lead and develop a range of projects to support teacher registration services.
- Review and evaluate existing information systems and resources to promote alignment with the requirements and governance of teacher education regulatory activities.
- Review directorate work processes by analysing existing and proposed methods and processes and advise of departures from compliance procedures and standards.
- Develop, review and complete quality assurance of policies, processes, work flow charts and forms relevant to teacher registration and accreditation of initial teacher education programs.
- Prepare and recommend proposals to revise methods and procedures and alter work flows and liaise with senior management to coordinate subsequent process improvement projects.
- Consult with colleagues to translate business requirements into technical specifications and functional requirements to create solutions that are "best fit for purpose" to meet business requirements.
- Analyse business and functional requirements against existing applications and systems.
- Prepare detailed project scoping and specifications for technical specialists to develop business appropriate solutions.

- Collaborate with business unit colleagues to undertake testing of functional solutions including creating, reviewing and implementing system test plans to ensure the quality and integrity of the system.
- Conduct and participate in application/system usability and reviews with users.
- Assist in implementing approved recommendations, issuing revised policy and processes, and drafting associated documentation.
- Assist in developing systems implementation ensuring that key milestones are met, business improvements are included and the solution is consistent with Directorate business requirements.
- Contribute to and prepare reports, Board briefing notes, Ministerial responses, correspondence and other documentation relating to teacher registration.
- Assist with TRBWA website administration ensuring website content and navigation is regularly reviewed and fit for purpose.

### **Selection criteria**

1. Demonstrated well-developed analytical and conceptual skills, including the ability to analyse and evaluate complex business processes against strategic objectives.
2. Considerable business analysis experience with demonstrated ability to research systems, understand business requirements, review business processes and to interpret, apply and comply with legislation and policy frameworks.
3. Demonstrated well developed interpersonal and communication skills to undertake productive consultation, collaboration and negotiation and to build effective relationships with stakeholders on projects supporting teacher registration services.
4. Demonstrated substantial experience in achieving outcomes and delivering quality products and services consistent with stakeholder needs and using a quality assurance approach.
5. Demonstrated well developed skills in project management or project activities, including the ability to identify timeframes for projects, resources required to complete tasks and plan contingencies.
6. Demonstrated well developed written communication skills, including experience in preparing reports, briefing papers and responses to high level correspondence.

### **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 July 2020  
Reference    D20/0316294