

## Publications Officer

### Publications and Communication

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 4
<b>Reports to</b>	Principal Consultant – Publications and Communication (Level 7)
<b>Direct reports</b>	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 statewide comparability of standards
- 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 ATAR course examinations reflect the content of ATAR courses
- ensuring that examinations are reviewed at completion of implementation
- leading the 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 Board and Minister's needs and leading coordination of associated services and support.

Visit [scsa.wa.edu.au](http://scsa.wa.edu.au) to find out more information about the School Curriculum and Standards Authority

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

## Key responsibilities

- Plan, implement, evaluate and coordinate effective writing services to support the content, design, publishing and distribution of Authority publications.
- Provide editing services to ensure publications meet the Authority's standards.
- Provide high-level editing expertise and advice to staff to ensure best practice in the development of materials.
- Work collaboratively with staff to ensure the timely delivery of curriculum resources.
- Liaise with staff in relation to the scheduling and production of publications and application of corporate style.
- Develop and implement editing materials to support internal and external stakeholders.
- Undertake research to support the development of content and material for publication.
- Utilise desktop publishing and photographic equipment skills.
- Utilise effective time management skills to meet tight deadlines.
- Maintain effective records and information databases in accordance with the Department's record keeping policy.

## Selection criteria

1. Demonstrated experience in editing, proofreading and quality assuring educational materials for a range of media and in particular, for school systems/sector and the wider community.
2. Demonstrated experience in the design, development and delivery of publications and communications.
3. Demonstrated well developed written, oral and interpersonal communication skills with the ability to work effectively with individuals at all levels.
4. Demonstrated well developed organisational skills, with the ability to prioritise workloads, work within a team environment and deliver outcomes on schedule.
5. Demonstrated well developed conceptual and analytical skills with a proven ability to provide innovative thinking in developing and implementing key projects and problem solving.

## 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            10 October 2019  
Reference    D19/0469359