

## Principal Consultant – Digital Strategy and Delivery

### Strategic and External Relations

<b>Position number</b>	00026959
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 7.
<b>Reports to</b>	Manager, Strategic and External Relations (Level 8)
<b>Direct reports</b>	Digital Strategy and Delivery Consultant (Level 5) Digital Strategy and Delivery Officer (Level 4) Administrative Assistant (Level 2)

### 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 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 School Curriculum and Standards Authority Board and the Minister and leading coordination of associated services and support.

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

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

### **Key responsibilities**

- leads and manages the Digital Strategy and Delivery team in the technical design, development, delivery, maintenance and evaluation of the Authority's digital presence in support of the Authority's strategic direction which embraces best practice and complies with State Government requirements and Website Governance Framework
- identifies, develops and reviews business plans and activities for the Digital Strategy and Delivery team
- provides expert advice to internal and external stakeholders on the current and potential use of digital services and leads planning activities to identify opportunities for the use of web technologies to meet the Authority's objectives
- leads development and review of digital standards, policies and procedures to support online strategy
- participates in strategic and operational planning to meet the objectives of the Authority
- consults regularly across the Division to identify opportunities for using web technologies to meet the Authority's strategic objectives
- ensures compliance with Department document control procedures
- in collaboration with key State and national stakeholders, leads and project manages delivery of digital services and facilities
- leads and manages the contract management process, ensuring good practice in contract administration, monitoring of compliance and performance, with appropriate reporting
- establishes and monitors service arrangements with external providers through service level agreements and contracts
- develops and maintains an integrated risk management approach, coordinating risk management processes including identification, analysis assessment, improvements and monitoring
- monitors and maintains budget and resource allocation for service contracts and projects under the position's control
- manages competing projects simultaneously with multiple stakeholders, ensuring they are delivered to agreed timelines and within budget
- negotiates goals, timelines and deliverables for online projects with key internal and external stakeholders
- develops and maintains effective networks and working relationships with colleagues, stakeholders, executive and management and other state and national public sector agencies
- represents the Authority in external working groups, committees and with online service matters
- promotes best practice in web-related matters by monitoring industry developments and trends, and identifying opportunities to improve service delivery
- maintains effective records and information databases in accordance with the Department's recordkeeping policy

- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- other duties as directed.

### **Selection criteria**

1. Demonstrated high-level technical knowledge of effective web design and development using contemporary web development tools and environments.
2. Demonstrated substantial skills and experience in developing and implementing procedures for content publication and document management within enterprise level website Content Management Systems.
3. Demonstrated highly developed communication and interpersonal skills, including the ability to undertake high-level consultations, collaborations and negotiations.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
5. Demonstrated highly developed team management, leadership and planning skills and the ability to coordinate and deliver effective outcomes.

### **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; and
- 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            21 June 2019  
Reference    D19/0259169