



Principal Advisor – NAPLAN Online Projects and Initiatives

Position number	00041924
Agreement	School Education Act Employees' (Teachers & Administrators) General Agreement 2019 or as replaced
Classification	Education Officer Level 3
Reports to	Manager, Projects and Initiatives (Level 8)
Direct reports	Nil

Context

The Strategy and Policy Division:

- develops system wide policies and systemic reform initiatives;
- leads the Department's program of school accountability and school review;
- delivers evidence based analysis of student, school and system performance;
- provides Ministerial services;
- plans the future delivery of public schooling;
- oversees intergovernmental commitments and initiatives, and monitors developments in educational reform internationally and nationally and in response, leads macro policy reforms; and
- oversees the regulation functions of the non-government schools' framework.

The Projects and Initiatives Branch is responsible for:

- providing policy advice and support on copyright and intellectual property for the Department;
- providing a lead role in supporting WA public schools complete NAPLAN online;
- developing and coordinating advice in response to complex, high priority and/or high risk issues;
- coordination of Departmental contributions to whole-of-government policies;
- consulting with internal and external stakeholders to establish and maintain effective partnerships and relationships with government agencies and other organisations; and
- 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 to find out more information about the Department of Education.

Key responsibilities

- Provide professional leadership and advice to principals on systemic reform initiatives, directions and outcomes in relation to NAPLAN online.
- Provide strategic advice to stakeholders concerning the development and deployment of NAPLAN online.
- Coordinate and oversee NAPLAN online related strategies and initiatives to support schools.
- Research, develop and evaluate policies and procedures related to reform initiatives.
- Facilitate opportunities for schools to access practical support, information, professional learning and online resources to assist with the implementation of reform initiatives, in particular NAPLAN online.
- Conduct research and analysis on a wide range of existing system reform initiatives and prepare recommendations, reports and briefings for presentation to senior management and Ministers, as required.
- Participate and represent the Division on committees and working groups on matters relating to NAPLAN online.
- Consult, collaborate and negotiate with internal and external stakeholders on matters pertaining to programs and strategies, in particular those related to NAPLAN online.
- Establish and maintain effective working relationships and communication networks with stakeholders.
- Develop and deliver professional learning programs.

Selection criteria

1. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues related to NAPLAN online that informs decision-making.
2. Demonstrated highly developed program and project management skills including project methodology, planning, coordination, implementation and evaluation.
3. Demonstrated highly developed oral and interpersonal skills, including the ability to successfully undertake consultations, collaborations and negotiations with senior officers, school leaders and other stakeholders.
4. Demonstrated highly developed skills and extensive experience in the initiation, development and delivery of professional learning programs.
5. Demonstrated highly developed written communication skills, including experience in preparing complex reports and briefings.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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 November 2021
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