

International Education Coordination Officer

Strategic and External Relations

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Manager, Strategic and External Relations (Level 8)
Direct reports	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 comparability of standards between schools delivering Western Australian curriculum
- 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 Authority Board and the Minister and leading coordination of associated services and support.

Visit scca.wa.edu.au to find out more information about the School Curriculum and Standards Authority

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide administrative support for the Authority's International Education program, including arranging contracts for new and existing schools; preparing documentation school moderation processes; scheduling and coordinating school moderation visits; undertaking school invoicing and financial reconciliation processes.
- Manage customer enquiries from international schools and other stakeholders by providing advice and information on international education matters.
- Coordinate, implement and monitor administrative systems, including developing processes and procedures, to support the delivery of the Authority's international education program.
- Undertake research and investigations on trends and issues of interest and importance to the international education program, including activities to support the expansion of the program.
- Gather, record and analyse data to inform future international education service planning and reporting.
- Coordinate human resource activities and operations, including selection processes.
- Coordinate venue bookings required for international education activities, including meetings and training opportunities, and arrange catering where required.
- Develop and maintain positive working relationships with internal and external stakeholders that promote the international education program.
- Liaise with officers in other branches of the School Curriculum and Standards Division and the Department of Education on matters related to international education program.
- Assist in the preparation of confidential communications, briefing notes, reports, submissions and correspondence.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.

Selection criteria

1. Demonstrated well developed computer processing skills, particularly in the use of databases to manage large amounts of data.
2. Demonstrated well developed written and verbal communications skills, including the ability to liaise effectively with a wide range of individuals at all levels.
3. Demonstrated well developed research, conceptual and analytical skills, including the ability to identify and clarify problems and generate strategies to address them.
4. Demonstrated well developed interpersonal skills, including the ability to work independently and as part of a team.
5. Demonstrated well developed organisational skills with the ability to work under pressure and to tight timelines.

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 23 December 2019
Reference D19/0589542