



Executive Support Officer

School Curriculum and Standards

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	May vary depending on the position
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 Examinations, Certification and Testing (ECT) Directorate and Curriculum, Assessment and Strategic Policy Directorate is responsible for:

- implementing moderation activities to ensure state-wide comparability of standards
- implementing the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations
- implementing the logistics for the delivery of Externally Set Tasks (EST)
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessments of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, assured, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders

- 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 the content of the ATAR courses
- ensuring that the examinations are reviewed at the 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 the 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 the 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 the coordination of associated services and support.

Visit scsa.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 high-level executive and administrative support to the Directorate, including preparing and coordinating confidential communications, correspondence, briefing notes, reports and submissions; scheduling travel and accommodation requirements; and scheduling of appointments and management of enquiries and requests.
- Initiate, establish and monitor administration business systems to ensure effective procedures and processes are implemented and assist and liaise with officers on matters relating to the administration of the Directorate.
- Monitor and progress work and undertake research and investigations on issues related to the work of the Directorate and the Authority to ensure timelines and deliverables are met.
- Provide executive officer support for committees and/or other groups, including setting up meetings, preparing agenda, taking and writing minutes and preparation of associated materials.
- Undertake assigned complex administrative processes and tasks that require the development and achievement of agreed objectives.
- Liaise with, and maintain knowledge of, major stakeholders to ensure good working relationships are developed and maintained and assist in the administration of the team by responding to requests for information from school administrators, education systems/sector and the community.
- Establish and maintain effective working relationships and collaboration with officers within the Directorate.
- Administer and monitor the Directorate's financial processes in accordance with the Department's guidelines.
- Manage confidential and sensitive enquiries which require appropriate referral and timely responses.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.

Selection criteria

1. Demonstrated knowledge of and considerable experience in the delivery of administration support services, including the ability to provide executive support to senior managers.
2. Demonstrated sound oral communication and interpersonal skills, including the ability to liaise effectively with internal and external key stakeholders at all levels.
3. Demonstrated sound written communication skills with the ability to prepare correspondence, minutes and briefing notes.
4. Demonstrated sound research, conceptual, analytical and time management skills, including the ability to manage conflicting deadlines and work with minimal supervision.
5. Demonstrated well developed computer skills, including a working knowledge of databases, spreadsheets, word processing and experience using an electronic records management system.

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 7 August 2020
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