

## Senior Digital Resource Specialist

### Service Design and Support

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> (or as replaced)
<b>Classification</b>	Level 6
<b>Reports to</b>	Principal Project Officer (Level 7)
<b>Direct reports</b>	Nil

#### Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Service Design and Support provides the shared functions and support needed to provide better services to schools. It also coordinates, implements and supports programs, initiatives, and special projects. Its purpose is to provide strategy, policy and program oversight and operational support to Statewide Services.

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

#### Key responsibilities

- Plan, implement and evaluate the design, development, monitoring, evaluation and distribution of digital resources for the Department using industry standard tools.
- Provide specialist instructional design and resource development advice and support to schools and regions.
- Provide specialist support to schools and regions in digital resource implementation issues.
- Develop strategies and procedures to support digital resource design and distribution.

- Provide information on the effective use of digital resources, resolution of technical issues and advice on incorporating digital resources into Connect classes to support schools in developing quality online learning solutions.
- Liaise with Departmental staff regarding the digital resource aspects of systems development, testing, delivery and implementation of digital resources policy and initiatives.
- Consult and negotiate with external providers and contractors on matters related to digital resources.
- Prepare project plans and reports related to digital resource initiatives.
- Provide schools and regions with appropriate digital resources which enhance the provision of effective teaching and learning.
- Collaborate and negotiate with relevant agencies, departments and directorates in order to promote digital resources.
- Initiatives relating to digital resources are developed, established and implemented in accordance with department policies.
- Provide information and support to schools and regions on compliance with accessibility and technical standards.
- Ensure digital resources are compliant with copyright and intellectual property legislation.
- Support the planning, implementation and evaluation of projects, programs and initiatives.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

### **Selection criteria**

1. Demonstrated high level knowledge of, and substantial experience with, designing and developing contemporary digital resources for K-12 and adult learners using industry standard tools.
2. Demonstrated substantial knowledge of current curriculum initiatives, policies and issues in relation to digital resources for students.
3. Demonstrated highly developed written, oral and interpersonal communication skills, including the ability to liaise effectively with a wide range of individuals.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to identify issues and generate strategies in order to deliver key project outcomes.
5. Demonstrated highly developed project management skills and the ability to contribute to team processes and 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
- 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 28 January 2022  
Reference D22/0045629