



Manager Strategic Policy

Position number	00044125
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 8
Reports to	Chief Policy Officer (Level 9)
Direct reports	Level 7

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.

The Strategy and Policy Division coordinates and develops system-wide strategy and policy and provides school and system performance data to support on the ground delivery of education in schools. The division coordinates high-level advice on commonwealth-state education reforms, initiatives, and priorities. The division undertakes public school planning and provides policy advice and services to the Department and the Minister on higher education matters, as well as executive support to the Rural and Remote Education Advisory Council.

The division conducts Public School Reviews and also provides for Non-Government School Regulation, which oversees the registration and related compliance for non-government schools.

The Strategic Policy Unit operates as part of the Strategy and Policy Division and is responsible for developing strategies and policies to support Department and student outcomes. The Unit provides advice to senior leaders on Department and system-wide issues to support the delivery of strategic priorities and ministerial directions. The Unit applies a structured and intentional approach to address complex policy issues, underpinned by evidence, insight, and engagement. The Unit works collaboratively with key stakeholders to facilitate a strong evidence base for strategic policy decisions, aligned with strategic directions and government priorities.

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

Key responsibilities

- Provide leadership and high-quality policy analysis and strategic advice to the Executive Director, Corporate Executive, Ministers and the Premier, in relation to education priorities, reforms, and initiatives.
- Lead the development of system-wide strategies and initiatives to address complex policy issues.
- Prepare strategy and policy documents, business cases, position papers, briefings, cabinet papers and submissions on strategic policy matters.
- Contribute to the Department's and Western Australia's input on state and international education matters.
- Ensure positive integration, alignment and linkages between relevant state and national policies, reforms, priorities and initiatives.
- Provide expert advice regarding current, evolving or emerging issues to facilitate executive decision-making and support the achievement of organisational and broader government objectives.
- Evaluate the broader political, economic, social and technical environment to ensure appropriate research and data is available to develop policy options including the definition of the scope, opportunities and success criteria.
- Evaluate the cost benefit, social and environmental impact, and value for money of education policy options.
- Develop and recommend preferred options using high level analysis and relevant, representative and verifiable evidence.
- Establish and maintain effective communication networks and consult with key internal and external stakeholders to support the development of informed strategic advice.
- Lead and manage the development of strategy and policy advice to support Government, Ministerial and Department priorities.
- Represent the Department on state and national committees and working groups
- Manage financial, physical and human resources to meet organisational objectives and in accordance with Department and government requirements.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Promote and support cultural responsiveness that reflects expectations in the Aboriginal Cultural Standards Framework.
- Maintain, promote and model ethical practice and appropriate standards of conduct and behaviour that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.

Selection criteria

Implements and manages strategy

- translates overarching strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues.

Achieves results

- evaluates ongoing project and program performance and identifies critical success factors
- establishes clear plans and timeframes for project implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may impact outcome and adjusts plans as required
- builds effective teams that are able to respond flexibly to changing circumstances
- allocates resources in appropriate and adaptive ways to deliver high quality results.

Builds productive relationships

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works toward mutually beneficial outcomes
- brings people together and encourages input from key stakeholders.

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances.

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 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 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 4 November 2023
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