



Manager – Publications and Communication

Curriculum, Assessment and Strategic Policy

Position number	00044976
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 8
Reports to	Assistant Executive Director (Class 2)
Direct reports	Principal Consultant Digital Strategy and Delivery (Level 7) Senior Consultant (Level 6) Desktop Publisher various (Level 2) Administrative Assistant (Level 2)

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 School Curriculum and Standards Division has two directorates – Curriculum, Assessment and Strategic Policy; and Examinations, Certification and Testing. The Division's purpose is to:

- ensure that the Authority remains responsive to the needs of the School Curriculum and Standards Authority Board and the Minister and leading coordination of associated services and support
- direct and manage the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- research best practice in curriculum, standards and moderation
- implement the logistics for the delivery of ATAR course examinations and the National Assessment Program – Literacy and Numeracy across Western Australia
- develop and maintain strategies to acknowledge student performance
- design, implement and evaluate educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- ensure that data is collected, manipulated, analysed and reported within all required timelines
- develop Externally Set Tasks (EST) and implement the logistics of delivery
- ensure 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)

- ensure that the ATAR course examinations are reviewed at the completion of implementation
- lead the development of examinations in an online environment and ensure that the curriculum is shaped to address the shift into an online environment.

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

- Lead and manage the Publications and Communication team in the development and timely delivery of high quality and contemporary materials pertaining to Kindergarten to Year 12 curriculum, assessment and certification, ensuring articulation with policy, standards and guidelines, for use on the Authority's website and in associated products.
- Develop and oversee the implementation of the Authority's marketing and communication strategies and manage the development of policies, standards and guidelines to support the development and strategic delivery of all publications and communications to ensure consistent and coherent articulation of policy across the Authority.
- Oversee the preparation and content for publication on the Authority's website to ensure all content is of high quality, accurate, in compliance with the established policies, standards and guidelines and appropriately reflects the brand and values of the Authority.
- Provide high-level support and advice to the Authority in the development and delivery of publications and communications and the implementation of associated strategies to meet current and emerging needs of internal and external stakeholders.
- Provide leadership in the strategic development of the Authority's online presence and digital strategy.
- Provide leadership in the negotiation and implementation of processes and protocols to support communication strategies and service delivery, through print and digital.
- Develop and manage the implementation of strategies to ensure the integrity of all publications and communication.
- Lead the management of a range of complex and competing projects simultaneously, ensuring the team is operating within budget and agreed timeframes.
- Initiate complex policy, research and evaluation tasks and projects related to communication strategies and service delivery in print and digital formats.
- Build effective relationships, engage with and influence external stakeholders in relation to presentation of materials, and represent the Division on a number of statutory committees and working parties as required.
- Contribute to the strategic management and leadership of the Curriculum, Assessment and Strategic Policy Directorate.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.
- 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 Department policy.

Selection criteria

1. Demonstrated ability to provide leadership and management of a team to deliver complex projects and issues in a demanding environment requiring flexibility and adaptability to achieve tight timeframes.
2. Demonstrated extensive knowledge and understanding of current trends, initiatives and reforms in education, particularly the Western Australian Curriculum and Assessment Outline and the Western Australian Certificate of Education (WACE).
3. Demonstrated substantial experience in writing, editing and publishing with good attention to detail and experience in managing the development and production of high-quality publications and communication materials.
4. Demonstrated highly developed written communication and interpersonal skills, including the ability to provide high level advice and developing strategies for the effective shaping and communication of information and core messages.
5. Demonstrated highly developed research, conceptual, analytical and policy development skills, including the ability to synthesise and present information to internal and external stakeholders.

Eligibility and training requirements

Employees will be required to:

- hold a recognised and relevant tertiary qualification or equivalent substantial experience
- 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
- obtain or hold a current Working with Children Check
- 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 26 July 2024
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