



Manager, Special Projects Intergovernmental Relations

Position number	00042714
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 8
Reports to	Director Intergovernmental Relations (EASEL9)
Direct reports	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 sets clear aspirations for every student, and provides every student with a pathway to a successful future, so that they are well prepared to take the step beyond school into further education, training or work.

The Intergovernmental Relations Directorate is a pivotal function ensuring the education portfolio is aware of and connected to all Commonwealth-State related developments. The Directorate ensures Western Australia's perspective is visible and professionally advocated for on priority education matters with national application.

The Directorate also provides high-level strategic policy advice and policy on Commonwealth and State policy in relation to public schooling in Western Australia and ensures that the State complies with any governance and reporting requirements in National Agreements. High level strategic advice is provided to Central Agencies, the Minister, and the Director General on intergovernmental matters affecting public schooling.

The Directorate has two primary functions:

- **Intergovernmental Relations** - develop high-level strategic advice on Commonwealth and State relations and co-ordinate the Department's interactions with the Commonwealth Government and key national decision-making forums including National Cabinet, the Education Ministers Meeting (EMM), the Australian Education Senior Officials' Committee (AESOC), the Schools Policy Group (SPG) and associated working groups.
- **Strategic policy and initiatives** - develop relevant strategic policies and initiatives and set policy direction in response to issues that are of a high priority and/or high risk, including Commonwealth-State policy, and as identified by the State Government, Minister and Corporate Executive.

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

Key responsibilities

- Lead and manage the development of multilateral and bilateral education agreements, including the National School Reform Agreement (NSRA).
- Lead and manage key Departmental partnerships and connections with Commonwealth-State related parties.
- Undertake research and analysis to develop and evaluate policies and reform initiatives, and provide high-level advice and recommended action.
- Provide leadership and high-level strategic advice to the Executive Director, Corporate Executive and the Minister in relation to Commonwealth and State policy impacting public schools in Western Australia.
- Ensure the State complies with governance and reporting requirements in accordance with national agreements.
- Lead, facilitate and provide representation on internal and external working parties and committees in relation to policy issues.
- Consult, collaborate and negotiate with internal and external stakeholders, including other government agencies and organisations, advocating for Western Australia's perspective on priority education matters and national application.
- Research and prepare responses to correspondence, briefings notes and reports on various matters for the Minister, Director General and others as required.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Departmental 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 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 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:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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 8 August 2022
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