



Policy Officer Strategic Policy Unit

Position number	00041265
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Chief Policy Officer (Level 9)
Direct reports	Nil

Context

The Strategic Policy Unit operates as part of the Strategy and Policy Division which is responsible for developing and implementing system wide strategies and policies to support Department and student educational outcomes.

The Strategy and Policy Division monitors developments in educational reform internationally and nationally and in response, leads macro policy reforms. It relies on data and promotes evidence based analysis and understanding of student, school and system performance. The Division oversees registration and related compliance for non-government schools.

The Strategic Policy unit provides advice to senior leaders on Department and system-wide issues in order 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. It works across the Department to develop effective strategies to enhance educational outcomes across the State, and influence future policy direction.

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

Key responsibilities

- Provide input into the development, implementation and review of strategic policies and policy frameworks.
- Contribute to the development, coordination, review and evaluation of strategic education programs, projects and policies.
- Undertake research, analysis and evaluation related to policy and education issues and trends to identify opportunities for continuous improvement in strategy and policy.
- Provide advice and information to the Minister and Corporate Executive on strategies and policies, priorities, reports, trends and strategic initiatives.

- Provide advice in the development and implementation of strategy and policy, including engaging with communities and schools to understand their needs and issues.
- Work collaboratively with stakeholders to develop or co-design strategies that achieve their identified outcomes, are focussed on the communities they serve and are consistent with Government and Departmental priorities.
- Facilitate quality policy practices and thinking across the Department.

Selection criteria

1. Demonstrated well developed skills in the development of strategy and policy frameworks, including maintaining an understanding of current State and National education issues, trends, strategies and policies.
2. Demonstrated well developed research, analytical, conceptual and problem solving skills, including the ability to apply strategic thinking to achieve outcomes.
3. Demonstrated well developed written communication skills, including experience in the preparation of briefing notes, reports and strategies.
4. Demonstrated well developed oral and interpersonal communication skills, including the ability to undertake high-level consultation, collaboration, co-design and negotiations, build effective networks and work constructively as part of a team.
5. Demonstrated well developed organisational and planning skills, including a proven ability to prioritise tasks to meet conflicting deadlines.

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 17 March 2021
Reference D21/0143971