



Policy Officer Intergovernmental Relations

Position number	00020210
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 3
Reports to	Manager, Intergovernmental Relations (Level 8)
Direct reports	Nil

Context

The Intergovernmental Relations branch:

- provides high-level strategic policy advice on Commonwealth-State education reforms, priorities and policy initiatives.
- develops high-level strategic advice on Commonwealth-State relations in education.
- coordinates the Department's interactions with the Commonwealth Government and key national decision-making forums, including Education Minister's Meeting, the Australian Education Senior Officials Committee (AESOC) and associated standing working groups.
- develops, monitors and coordinates responses to issues of high priority and/or high risk, including Commonwealth – State funding policy, the National Schools Reform Agreement and bilateral agreement, and matters identified by the State Government, Minister/s and the Corporate Executive.
- coordinates Department of Education contributions to whole-of-government State responses for National Cabinet, Senate Committee Hearings, and other national periodic reporting, and also contributes to Western Australia's input into Australia's periodic reporting for the Organisation for Economic Co-operation and Development (OECD) and United Nations.

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

Key responsibilities

- Provide administrative support to the effective and efficient coordination and management of a range of activities related to Commonwealth and State initiatives and meetings.
- Assist in coordinating activities and logistics which support key state and national decision-making forums.
- Liaise with internal and external stakeholders to ensure all operational aspects of the program are efficiently and effectively coordinated and communicated.

- Develop and maintain business processes and continuous improvement mechanisms to ensure quality and responsive outcomes are achieved.
- Undertake research that assists in addressing a range of Ministerial and Executive requests to ensure timely, accurate and quality results are achieved and to address issues arising from national decision making forums.
- Undertake research to assist with reporting to identify and monitor key issues and trends related to Commonwealth and State relations.
- Support the management of transactional financial, physical and human resource requirements.

Selection criteria

1. Demonstrated knowledge and experience in the delivery of administration and financial procedures.
2. Demonstrated well-developed written and verbal communication and interpersonal skills with the ability to liaise effectively with internal and external customers at all levels and work independently or as an effective team member.
3. Demonstrated conceptual, analytical and problem solving skills and the ability to implement appropriate strategies and effectively undertake research.
4. Demonstrated initiative and organisational skills, including the ability to prioritise tasks to meet 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 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
- 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 9 December 2022
Reference D22/0872765