



Principal Policy Officer

Strategic Policy Unit

Position number	00044128
Agreement	Public Sector CSA Agreement 2022 (or as replaced)
Classification	Level 7
Reports to	Manager, Strategic Policy (Level 8)
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 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, 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

- Conduct research and analysis to develop system-wide strategies, policies and initiatives to address complex policy issues.
- Provide high-level advice to support design and development of strategic policies that reflect operational and community perspectives.
- Keep abreast of contemporary strategic policy practice, critical issues, directions and trends.
- Ensure the provision of seamless policy advice to Corporate Executive, Central Services, Regions and schools on strategic priorities and issues.
- Prepare policy documents, reports, business cases, briefings, cabinet papers and submissions on strategic policy matters. .
- Evaluate the broader political, economic, social and technical environment to ensure appropriate research and data is available to develop policy options.
- Evaluate the cost effectiveness, including cost benefit analysis, social impact, environmental cost and value for money of policy options.
- Develop and recommend preferred options using high level analysis and relevant, representative and verifiable evidence.
- Operate as part of a team and work collaboratively with relevant stakeholders on strategic priorities and ministerial directions.
- Build and maintain collaborative working relationships and effective communication networks across all Department divisions and with external stakeholders.
- Represent the Department on internal and external committees and working parties in a range of contexts related to the design and development of strategic policies.

Selection criteria

1. Demonstrated knowledge and understanding of the strategic direction of Western Australia's public education system and contemporary policies, frameworks and issues.
2. Demonstrated high-level project management skills with a proven ability to plan and coordinate strategic initiatives in a complex environment.
3. Demonstrated highly developed conceptual, analytical and problem solving skills, including the ability to apply strategic thinking to develop options and achieve outcomes.
4. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
5. Demonstrated highly developed written communication skills, including extensive experience in the preparation of complex reports, briefing papers and policy.
6. Demonstrated highly developed strategic planning skills with a proven ability to apply contemporary strategic policy tools and frameworks and coordinate, deliver and evaluate strategic outcomes.

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 3 November 2023
Reference D23/1791407