



Principal Consultant, Strategic Projects Curriculum and Assessment

Position number	00042810
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager, Curriculum and Assessment (Level 8)
Direct reports	Nil

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 Curriculum, Assessment and Strategic Policy Directorate is responsible for:

- implementing moderation activities to ensure statewide comparability of standards
- ensuring 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)
- ensuring that the ATAR course examinations reflect the content of the ATAR courses
- ensuring that examinations are reviewed at the completion of implementation
- leading the development of examinations in an online environment and ensuring that the curriculum is shaped to address the shift into an online environment
- directing and managing the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- researching best practice in curriculum, standards and moderation
- planning and developing the policies, programs, systems and innovations associated with the work of the Authority
- managing projects across the Authority
- ensuring that the Authority remains responsive to the needs of the School Curriculum and Standards Authority Board and the Minister and leading the coordination of associated services and support.

Visit scca.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

- Provide professional and strategic management support to the Manager, Curriculum and Assessment through the leadership, development, implementation, coordination and management of projects, programs and initiatives pertaining to Kindergarten to Year 12 curriculum, assessment and certification.
- Manage and provide strategic leadership for Directorate projects, including constructing goals, plans, timelines and budgets.
- Coordinate the reporting on project milestones and the evaluation of projects and business processes.
- Facilitate collaborative processes between the school systems and sector, schools and other stakeholder organisations to share and generate ideas and monitor and review processes.
- Provide executive support to consultative groups and working parties as required.
- Initiate and lead complex projects, including leading project teams to deliver project outcomes within budget and agreed timeframes.
- Manage project budgets, report on project tasks, progress risks and issues, and provide advice and recommendations on risk mitigation and process improvements.
- Communicate, liaise and collaborate across directorates to manage projects judiciously and improve and build partnerships with key stakeholders.
- Consult with members of the executive and management teams to address and resolve complex matters.
- Build effective relationships with schools and stakeholders through the use of appropriate communication, liaison and negotiation and networking skills with internal and external parties.
- Maintain effective records and information databases in accordance with the Department's recordkeeping policy.
- Support the operations of the Directorate, and other Directorates as required, by:
 - assisting other staff where required
 - ensuring a high level of professional competence is maintained
 - contributing to the formulation and achievement of objectives, strategies and priorities
 - participating in the effective functioning of the Directorate/s.

Selection criteria

1. Demonstrated high-level project and program management skills, including ability to implement processes to facilitate monitoring, reporting and successful delivery.
2. Demonstrated highly developed communication and interpersonal skills, including experience in undertaking high-level consultations, collaborations and negotiations.
3. Demonstrated highly developed written communication skills, including experience in preparing reports.
4. Demonstrated ability to provide leadership and work collaboratively to manage a range of complex projects.
5. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.

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
- 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 3 July 2024
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