



Principal Consultant – Examinations, Certification and Testing

Position number	00027038
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Assistant Executive Director, Examinations Certification and Testing (Class 1)
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 Examinations, Certification and Testing (ECT) Directorate is responsible for:

- implementing the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations
- implementing the logistics for the delivery of Externally Set Tasks (EST)
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessments of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, manipulated, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders.

Visit scsa.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 Assistant Executive Director through the leadership, development, implementation, coordination and management of projects, programs and initiatives.
- Provide the Assistant Executive Director with high-level strategic advice in relation to current issues and initiatives and undertake research, reviews and analyses of organisational policies, procedures and guidelines pertaining to Kindergarten to Year 12 student achievement and certification.
- 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.
- Initiate and undertake complex policy, research and evaluation tasks related to Kindergarten to Year 12 student achievement and certification and other issues as they arise and sets priorities for completion.
- Review and evaluate the application of Kindergarten to Year 12 student achievement data, collection processes analysis and policies.
- Provide high-level advice and support on Kindergarten to Year 12 student achievement data and certification issues and matters that fall under the responsibility of the Directorate.
- Consult with members of the executive and management teams to address and resolve complex matters, and identifies issues and problems and investigate these in a systematic manner to ensure consistency of responses.
- Build effective relationships with schools and stakeholders through the use of appropriate communication, liaison, negotiation and networking skills with internal and external parties to ensure policy, systems, processes and support is meeting client needs.
- Prepare, and guide others in the preparation of, reports, annual budget papers, briefing notes (including Education Council and Australian Education and Ministerial), speeches and correspondence.
- Respond directly to external requests for advice on complex Kindergarten to Year 12 student achievement data and certification policy and planning related matters.
- Maintain effective records and information databases in accordance with the Department's recordkeeping policy.
- Support the operations of the Examinations, Certification and Testing 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 extensive knowledge and understanding of current trends, initiatives and reforms in education, particularly the Kindergarten to Year 12 student achievement and certification policies.
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 extensive experience in preparing reports, briefing notes and speeches.
4. Demonstrated ability to provide leadership and work collaboratively to manage a range of complex projects and issues.
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:

- hold a recognised and relevant tertiary qualification or equivalent substantial experience
- 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 14 June 2024
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