



Principal Policy Officer Intergovernmental Relations

Position number	00020240
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager, Intergovernmental Relations (Level 8)
Direct reports	Nil

Context

The Intergovernmental Relations directorate has a key role in ensuring Western Australia's perspective is prominently considered and effectively advocated in national education forums by:

- providing high quality strategic advice on Commonwealth-State education policies, reforms, priorities and initiatives
- coordinating the Department's interactions with the Commonwealth Government, other states and territories, and key national decision-making forums including Education Ministers' meetings, the Australian Education Senior Officials Committee (AESOC) and associated working groups
- developing, monitoring and coordinating responses to issues of high priority or risk including national and bilateral funding and reform agreements and matters identified by the State Government, Ministers and Executive
- coordinating the Department's contributions to whole-of-government State responses for National Cabinet, federal parliamentary inquiries and hearings, and other national and international reviews or reports
- monitoring and overseeing State compliance with governance and reporting requirements in accordance with national agreements pertaining to school education
- liaising as appropriate with key State and national stakeholders.

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

Key responsibilities

- Provide and coordinate high quality Commonwealth–State strategic analysis and advice to the Executive Director, Corporate Executive and the Minister in relation to State implications and application of national education policies, reforms, priorities and initiatives.

- Prepare ministerial correspondence, speeches, reports, submissions and briefings on national education matters.
- Effectively manage Commonwealth-State relations, and establish and maintain high quality communication and consultation with key Department, inter-agency and Commonwealth stakeholders at state and national levels.
- Effectively manage Commonwealth-State planning, projects and policy frameworks in support of Government, Ministerial and Department priorities.
- Investigate and critically analyse local, national and overseas education, issues and trends.
- Represent the Department on national committees or working groups.

Selection criteria

1. Demonstrated extensive knowledge of and experience in the development, coordination and provision of high quality strategic advice to government on complex matters.
2. Demonstrated high-level written communication skills, including extensive experience in the preparation of complex reports and briefing papers for Executive and/or Ministers.
3. Demonstrated high-level verbal, interpersonal and negotiation skills including the ability to liaise effectively with individuals at all levels within and between organisations.
4. Demonstrated extensive knowledge of current state and national education issues, priorities, policies and systems.
5. Demonstrated extensive knowledge and understanding of Western Australia's public sector legislative requirements and associated administrative processes.

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 27 November 2024
Reference D24/0897532