

Principal Consultant

Curriculum, Assessment and Strategic Policy

Position number	00046884
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Assistant Executive Director, Curriculum, Assessment and Strategic Policy (Class 2)
Direct reports	Nil

Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements 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 content of the ATAR courses
- ensuring that examinations are reviewed at completion of implementation
- leading 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 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 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 coordination of associated services and support.

Visit scaa.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 pertaining to Kindergarten to Year 12 curriculum, assessment 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 curriculum, assessment and certification and other issues as they arise and set priorities for completion.
- Review and evaluate application of Kindergarten to Year 12 curriculum, assessment and certification policies, processes and programs and the achievement of defined objectives.
- Provide high-level advice and support on Kindergarten to Year 12 curriculum, assessment 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 investigates these in a systematic manner to ensure consistency of responses.
- Build effective relationships with schools and stakeholders using appropriate communication, liaison and negotiation and networking skills with internal and external parties to ensure policy, systems, processes, advice and support meet client needs.
- Prepare, and guide others, in preparing reports, annual budget paper preparation, briefing notes, including Education Council and Australian Education Systems Officials Committee briefings, speeches and correspondence.
- Maintain effective records and information databases in accordance with the Department's recordkeeping policy.
- Respond directly to external requests for advice on complex Kindergarten to Year 12 curriculum, assessment and certification policy and planning related matters.
- Supports operation of the Curriculum, Assessment and Strategic Policy Directorate, and other Directorates as required, by:
 - assisting other staff where required
 - ensuring a high level of professional competence is maintained
 - contributing to formulation and achievement of objectives, strategies and priorities
 - participating in effective functioning of the Directorate/s.

Selection criteria

1. Demonstrated extensive knowledge and understanding of current trends, initiatives and reforms in education, particularly the *Western Australian Curriculum and Assessment Outline* and the *Western Australian Certificate of Education* (WACE).
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.
5. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframe.

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 10 December 2024
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