



## Research Officer System Assurance

<b>Position number</b>	00039492
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Principal Consultant (Level 7)
<b>Direct reports</b>	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 their next step into the workforce or further education.

The System Response and Transformation (SRT) Division drives high performance and assurance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives. This is achieved by ensuring strategic responses and projects are delivered within expectations; collecting and analysing data and reporting on performance; and overseeing the development of transformation opportunities in line with the Department's strategic intent.

The Division's System Assurance directorate provides oversight and assurance of the Department's strategic intent and operational priorities and supports the timely delivery of Government and Minister priorities. This includes an executive and governance services function that provides strategic advice, management, monitoring and support of the Corporate Executive and governance committees, to ensure compliance, enable decision making and provide assurance of system performance and improvement initiatives.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide executive support to strategic governance committees, including coordination of meetings and preparation of agendas, papers, reports and correspondence to assist with the efficient running of the committees.

- Provides effective and responsive administrative support to maintain operations, systems and tools associated with the Department's project and program methodology and frameworks.
- Undertake research, investigations, analysis and evaluation related to initiatives, education issues and trends to identify opportunities for continuous improvement and resolves issues where appropriate.
- Provide advice and information to the strategic governance committees and other internal and external stakeholders on executive and governance services processes, programs, projects, priorities, reports and reporting requirements, trends and strategic initiatives.
- Support the review and evaluation of Department programs and projects..
- Prepare and assist with the coordination of correspondence, speeches, briefings, , submissions and reports on education related matters, including recording and following up of items.
- Develop and maintain effective relationships with various stakeholders to achieve governance outcomes.
- Manage the collation, input and update of data within databases and websites.
- Provide administrative support across the work unit as business needs arise.

### **Selection criteria**

1. Demonstrated knowledge and understanding of administrative and executive support services required for strategic governance committees.
2. Demonstrated sound verbal communication and interpersonal skills with the ability to work within a team environment and liaise effectively with individuals at all levels and in a variety of contexts.
3. Demonstrated initiative and sound organisational skills with the ability to manage a range of tasks, identify priorities and meet competing deadlines.
4. Demonstrated knowledge and experience in supporting the coordination and provision of advice and effective processes for governance committees, including experience in preparing briefings to senior government officers.
5. Demonstrated well developed research, analytical and problem solving skills, including the ability to identify patterns, process improvements and provide solutions.

### **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 10 June 2024  
Reference D24/0408106