



## Senior Consultant System Assurance

<b>Position number</b>	00039498
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022 or as replaced</a>
<b>Classification</b>	Level 6
<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

- Lead, plan, undertake and review projects, programs and initiatives to identify risks for the Department, and provide strategic advice and reports to Corporate Executive and its governance committees on these issues.
- Coordinate high-level research, analysis and evaluation of processes and proposed projects, education issues and trends to identify opportunities for continuous improvement.

- Facilitate public sector governance and monitor, evaluate and refine strategies, including ensuring that decision-making processes of Corporate Executive and its strategic committees comply, and are consistent, with the Department's legal and policy obligations.
- Develop and coordinate operational and high-level protocols, guidelines and practices in relation to governance issues.
- Coordinate and prepare correspondence, speeches, reports, submissions and briefings on education related matters.
- Undertake professional consultation within the Department, other Government agencies and private sector organisations on issues related to education and public sector governance.
- Manage the provision of executive services to Corporate Executive and its strategic governance committees, including collation of agendas, papers, minutes and items.
- Provide advice and support to stakeholders in the preparation of proposals and submissions to Corporate Executive and its governance committees and quality assure proposals and submissions to ensure documentation is accurately completed.
- Provide professional advice and support on a range of programs, projects and strategies.

### **Selection criteria**

1. Demonstrated highly developed capability relevant to the delivery of proactive, efficient and effective administrative and executive support service to strategic governance committees.
2. Demonstrated highly developed research, analytical and conceptual skills and proven capacity to provide innovative thinking in problem solving.
3. Demonstrated highly developed written communication skills, including extensive experience in the preparation of procedures, briefings and complex reports.
4. Demonstrated highly developed interpersonal and verbal communication skills, including the ability to identify and manage key stakeholder relationships and undertake high-level consultation, collaboration and negotiation.
5. Demonstrated highly developed program and project management skills including project methodology, planning, coordination, implementation and evaluation.

### **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            18 June 2024  
Reference    D24/0424157