



## Consultant, Policy Governance Risk and Assurance

<b>Position number</b>	00035602
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> (or as replaced)
<b>Classification</b>	Level 5
<b>Reports to</b>	Manager, Risk and Policy Governance (Level 8)
<b>Direct reports</b>	Nil

### Context

The Professional Standards and Conduct Division includes the Standards and Integrity Directorate, the Risk and Assurance Directorate, the Legal and Legislative Services Directorate, the Parent Liaison Office, and the Personnel Screening Unit. The Division provides strategic leadership to enable the development, implementation and effective management of policies and strategies that fulfils statutory obligations and ensures that the highest standards of professionalism and integrity are demonstrated by all staff in the Department. The Division provides strategic advice to Corporate Executive on risk profiling and management, corruption prevention, internal control, complaints investigation and management, as well as child protection strategies, working with children compliance monitoring, criminal history screening and legal and legislative advice.

The Risk and Assurance Directorate delivers an independent and objective assurance and strategic advisory service to:

- provide assurance to the Director General and the Audit and Risk Committee that the Department's financial and operational controls are operating in an efficient, effective, economical, and ethical manner;
- assist management in improving the Department's business performance;
- provide a risk management governance function with its focus on assisting staff to manage risks effectively; and
- ensure the development, coordination and review of the Department's operational policies and delegations are aligned with the Department's strategic direction and governance function.

This position is expected to maintain, promote, and model ethical practice and appropriate standards of conduct and behaviour that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care, and learning.

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

## Key Responsibilities

### Policy Governance

- Provide input into the development, implementation, and ongoing review of the Department's Policy Framework, Instruments of Delegation and CEO Instructions to ensure alignment with the Department's strategic direction, governance requirements and legal obligations.
- Contribute to the development, coordination and review and evaluation of Departmental policies, guidelines, and procedures.
- Assist with the identification of potential duplication conflicts between departmental policies, Instruments of Delegation, CEO Instructions and legislation and regulation.
- Undertake research, analysis and evaluation of proposed policies and education issues and trends to identify opportunities for continuous improvement in policies and to ensure compliance with departmental methodology, processes, and procedures.
- Provide advice and undertake reviews and evaluations for the Governance Committees on development and implementation of policies and Instruments of Delegation.
- Respond to policy enquiries received by the Department and maintain databases to track the details and status of policy enquiries.
- Administer the Department's policy framework and policy pathway controls and approval.
- Contribute to the maintenance of Instruments of Delegation and responds to requests to add, remove or amend delegations.
- Maintain the Department's policy library which includes the operational policies and CEO Instructions.
- Maintain the Department's delegations register, including the publishing and communication to affected delegates of new and/or modified delegations.
- Facilitate good public sector governance, including ensuring that compliance and decision-making processes are consistent with the Department's legal and policy obligations.
- Prepare ministerial and Departmental correspondence on policy and delegation matters.

### Stakeholder Engagement and Support

- Support the development, coordination and evaluation of guidelines, procedures, policies, Instruments of Delegation, education programs and other resources to support policy owners and officers throughout the policy review process.
- Support the development and promotion of effective working relationships both within the Policy Governance team and across the Department.
- Work collaboratively with stakeholders to develop and evaluate policies, Instruments of Delegation and education programs to achieve their identified outcomes and comply with departmental requirements.
- Participate in working groups and committees concerning policy governance and compliance.

### Selection criteria

1. Well-developed skills in the development of policy framework governance processes.
2. Well-developed research, analytical and conceptual skills, including the ability to apply innovative thinking to problem solving.
3. Well-developed written communication skills, including experience in the preparation of briefing notes, reports, policies, procedures, and guidelines.
4. Well-developed oral and interpersonal communication skills, including the ability to undertake consultations and collaborations, build effective networks and work constructively as part of a team.
5. Well-developed organisational and planning skills, including an ability to prioritise tasks to meet conflicting deadlines.
6. Ability to work collaboratively and develop positive relationships within a team environment and contribute to the achievement of team goals and objectives.

## 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 26 November 2024  
Reference D25/0200775