

Policy Governance and Research Officer Risk and Assurance

Position number	00019229
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 4
Reports to	Manager, Risk and Policy Governance (Level 8)
Direct reports	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.

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Key responsibilities

Policy Governance

- Support the development, implementation and ongoing review of the Department's Policy Framework, Instruments of Delegation and CEO Instructions.
- Assist with the development, coordination, review and evaluation of strategic education policies, guidelines, and procedures.
- Undertake research, analysis and evaluation related to policy and education issues and trends to identify opportunities for continuous improvement in policies and to ensure compliance with departmental methodology, processes, and procedures.
- Maintain databases to track 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 response to requests to add, remove or amend delegations.
- Assist with the implementation, publishing, and communication to affected delegates of new and/or modified delegations.
- Assist with the preparation of ministerial and departmental correspondence on policy and delegation matters.
- Assist with the maintenance of the Department's Policies website.
- Facilitate good public sector governance, including ensuring that compliance and decision-making processes are consistent with the Department's legal and policy obligations.

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.
- Work collaboratively with stakeholders to develop and evaluate policies and Instruments of Delegation to achieve their identified outcomes and comply with departmental requirements.
- Support the development and promotion of effective working relationships both within the Policy Governance team and across the Department.
- Participate in working groups and committees concerning policy governance and compliance.

Selection criteria

1. Knowledge and skills in the development of policy frameworks and governance processes.
2. Research, analytical and conceptual skills, including the ability to identify patterns and process improvements.
3. Written communication skills, including experience in the preparation of briefing notes, reports, policies, procedures and guidelines.
4. Oral and interpersonal communication skills, including the ability to liaise effectively with officers at all levels and between organisations.
5. 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
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