

## Digital Strategy and Delivery Consultant

### Publications and Communication

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 5
<b>Reports to</b>	Principal Consultant, Digital Strategy and Delivery (Level 7)
<b>Direct reports</b>	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 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 ATAR course examinations reflect content of ATAR courses
- ensuring that examinations are reviewed at completion of implementation
- leading development of examinations in an online environment and ensuring that 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 work of the Authority
- managing projects across the Authority
- ensuring that the Authority remains responsive to needs of the School Curriculum and Standards Authority Board and the Minister and leading coordination of associated services and support.

Visit [scsa.wa.edu.au](https://scsa.wa.edu.au) to find out more information about the School Curriculum and Standards Authority.

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

### Key responsibilities

- Plan, design, develop, implement and coordinate the Authority's digital presence.
- Work with the Principal Consultant, Digital Strategy and Delivery to identify, develop and plan digital activities.
- Work with content developers (internal and external) to plan and deliver effective digital learning materials and activities.
- Contribute to the development of digital corporate standards and procedures.
- Provide technical advice and practical assistance in developing protocols for effective digital communication.
- Ensure digital materials produced embrace best practice and comply with State Government requirements.
- Identify and develop design concepts for website and associated audio-visual digital materials to ensure development of web content and materials are relevant to all stakeholders and are consistent.
- Design and develop innovative and responsive digital service delivery strategies and compile and author digital content for online delivery.
- Provide strategic advice on digital learning tools and methodologies.
- Consult across the Division to ensure development of web content and materials match best practice and are effective.
- Scope and manage projects, mapping tasks and activities to meet project timelines and enhance objectives.
- Ensure compliance with document control procedures.
- Liaise and maintain effective working relationships with a wide range of stakeholders.
- Maintain an awareness of industry standards, advances and best practices and identify and provide advice and guidance in the use of innovative technologies to enhance online service delivery.
- Provide support to internal users in compliance with digital standards for the Authority websites.
- Coordinate the helpdesk and user support, including development and delivery of in-house training.
- Ensure compliance with document control procedures.
- Maintain effective records and information databases in accordance with the Department's recordkeeping policy.

### Selection criteria

1. Demonstrated considerable knowledge and experience in cross-platform design and development of websites, including responsive design methodologies advanced DOM manipulation (jQuery) and Content Management System integration.
2. Demonstrated experience in implementing procedures for content publication and document management within enterprise level website Content Management Systems.
3. Demonstrated well developed organisational and project management skills, including the ability to deliver products, services and projects within agreed timeframes.
4. Demonstrated well developed conceptual, analytical and problem solving skills.
5. Demonstrated well developed interpersonal, communication and negotiation skills, including the ability to work in a team and liaise effectively with individuals at all levels.
6. Demonstrated considerable experience in providing high quality customer service and technical advice to internal and external stakeholders.

## 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
- 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            30 January 2025  
Reference    D25/0139338