

Project Manager – International Education

Strategic and External Relations

Position number	00039870
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 7
Reports to	Manager, Strategic and External Relations (Level 8)
Direct reports	Nil

Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the 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 comparability of standards between schools delivering Western Australian curriculum
- ensuring that 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 the ATAR course examinations reflect content of the ATAR courses
- ensuring that examinations are reviewed at completion of implementation
- leading development of examinations in an online environment and ensuring that the 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 the work of the Authority
- managing projects across the Authority
- ensuring that the Authority remains responsive to the needs of the Authority Board and the Minister and leading coordination of associated services and support.

Visit scca.wa.edu.au to find out more information about the School Curriculum and Standards Authority

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide project management support for the Authority's international education program, including approved expansion activities, to ensure key deliverables are met.
- Undertake research, plan, implementation and evaluation of international education services, programs and strategies.
- Support the implementation and delivery of school support initiatives and undertake monitoring and review of initiatives.
- Undertake research and systemic analysis of student, school and system-level data to identify areas for improvement and to inform the targeting of services and support.
- Establish and maintain effective working relationships and networks for the implementation of evidence-based approaches that support the Authority's international education program.
- Assist in developing partnerships and undertake high-level liaison and negotiation with key stakeholders, including education agents, school representatives and other Authority approved stakeholders.
- Work with members of other teams in School Curriculum and Standards on shared priorities and initiatives to deliver integrated services and support to international schools and networks.
- Represent School Curriculum and Standards on internal and external committees and working groups in relation to international education services.
- Contribute to the design, development and facilitation of professional learning programs associated with support services for international schools.
- Prepare reports, briefings and other documentation for senior management related to international education program matters.
- Support business development and new international school approval processes, which may include on-site visits.

Selection criteria

1. Demonstrated substantial knowledge and understanding of contemporary, evidence-based practices related to international education support services.
2. Demonstrated ability to provide leadership and influence change related to student support services.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative thinking in implementing key programs or projects.
4. Demonstrated highly developed interpersonal and communication skills, including the ability to successfully undertake consultations, collaborations and negotiations with senior officers, school leaders and other stakeholders.
5. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of complex reports, briefing notes and professional learning documentation.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- hold or obtain a valid passport and be eligible to travel to Authority endorsed interstate and overseas destinations

- complete the Department's induction program within three 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 six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 13 September 2019
Reference D19/0429169