

Manager, Programs and Vocational Studies

Examinations, Certifications and Testing

Position number	00047232
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 8
Reports to	Assistant Executive Director, Examinations, Certification and Testing (Class 1)
Direct reports	Principal Consultant, Vocational Education and Training (VET) x various (Level 7) Senior Consultant, Policy, Research and Ethics (Level 6) Project Officer, Vocational Education and Training (VET) and Endorsed Programs (Level 4)

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 School Curriculum and Standards Division has two directorates – Curriculum, Assessment and Strategic Policy; and Examinations, Certification and Testing.

The Examinations, Certification and Testing (ECT) Directorate is responsible for:

- implementing the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations
- implementing the logistics for the delivery of Externally Set Tasks (EST)
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessments of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, assured, analysed and reported within all required timelines

- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders.

Visit scsa.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

- Manage the development of complex policy, research and evaluation tasks and the review of programs related to the Authority's core business.
- Provide strategic direction in the development of policy and procedures for the Authority's vocational education and training and other programs and manage the quality assurance of the implementation of this program.
- Maintain online web presence and communications advice and manage the implementation of associated strategies.
- Provide reporting to the Authority's Program Governance process and construct goals, plans, timelines and budgets.
- Manage the reporting on project milestones, the evaluation of projects and business processes and implement risk mitigation strategies and improvement processes.
- Prepare financial plans that take into consideration current and future requirements of allocated project budgets.
- Ensure that delegated authorities are properly documented and approved, and internal controls and policies are adhered to.
- Manage, monitor and regularly review project budgets ensuring that the expenses managed do not exceed allocated funds.
- Assist the Executive in managing allocated financial resources by providing a regular overview of the current financial status of projects.
- Facilitate collaborative processes between the school systems and sector, schools and other stakeholder organisations, including universities and Technical and Further Education Colleges, to share and generate ideas and monitor and review processes.
- Provide strategic leadership for continuous improvement and build the capacity of staff.
- Manage cultural change through the delivery of strategic objectives.
- Provide advice, correspondence and briefings to the Minister for Education and Training, Board, school systems and sector, members of the Authority's Executive and the Director as required.
- Provide executive support to relevant consultative groups and working parties as required.
- Manage a range of special projects that require consistent approaches across the team.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and internal policy.

Selection criteria

Implements and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes

- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues.

Achieves results

- evaluates ongoing project and program performance and identifies critical success factors
- establishes clear plans and timeframes for project implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may impact outcome and adjusts plans as required.

Builds productive relationships

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works toward mutually beneficial outcomes
- brings people together and encourages input from key stakeholders.

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances.

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant 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 15 April 2025
Reference D25/0365221