

## Principal Policy Analyst

### Projects and Initiatives

<b>Position number</b>	00040176
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Projects and Initiatives (Level 8)
<b>Direct reports</b>	Nil

### Context

The Strategy, Policy and Governance Division:

- initiates, develops and implements systemic reform projects and digital tools that support and enhance student educational outcomes
- monitors developments internationally and in other states and territories
- plans the future delivery of public schooling throughout the State, including design, location and delivery
- leads the Department's program of school autonomy, evaluation, performance and accountability, including student assessment and needs-based school funding
- oversees and quality assures the Department's governance framework and related activities
- is the conduit between the Office of the Minister for Education and Training and the Department.

The Projects and Initiatives Branch is responsible for:

- providing support and policy advice on copyright and intellectual property for the Department
- providing a lead role in supporting WA public schools transitioning to NAPLAN online
- consulting with internal and external stakeholders to establish and maintain effective partnerships and relationships with government agencies and other organisations
- representing the Department on committees, reference groups and project teams
- providing strategic advice and technical expertise to the Minister, Director General and Corporate Executive.

For further information about the Department of Education, please visit:

<https://www.education.wa.edu.au>

## Key responsibilities

- Lead and manage strategic policy development and the provision of high quality, timely advice on Department, State and Commonwealth policy, priorities and national and international education trends.
- Manage research and planning for strategic projects or policy frameworks.
- Operate as part of a team to ensure the provision of seamless policy advice to the Corporate and Education Executives, regions and schools on matters associated with strategic planning and projects.
- Lead and support the alignment of policies with the Department's strategic priorities and coordinate appropriate policy activity with key stakeholders.
- Liaise across the Department to develop policy advice, policy strategies and costings.
- Coordinate and prepare Ministerial correspondence, speeches, reports, submissions and policy briefings on education related matters.
- Lead, plan and undertake reviews and evaluations of strategic education programs, projects, policies and initiatives.
- High level understanding of policies, guidelines and procedures in relation to strategic issues.

## Selection criteria

1. Demonstrated extensive knowledge of and experience in the development of strategic government policy.
2. Demonstrated high-level verbal, and written communication, and presentation skills, including preparation of complex reports and briefing papers.
3. High-level interpersonal and negotiation skills and the demonstrated ability to liaise effectively with officers at all levels, both within and between organisations.
4. Demonstrated extensive knowledge of current state and national education issues, trends, policies and systems.
5. Demonstrated high level program and project management skills including project methodology, planning, coordination, implementation and evaluation.

## Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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 14 January 2020  
Reference D20/00024048