

## Manager, Strategic Projects

### School Curriculum and Standards

<b>Position number</b>	00047259
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 8
<b>Reports to</b>	Executive Director, School Curriculum and Standards (Special Division Band 3)
<b>Direct reports</b>	Various

### 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 Division's purpose is to:

- ensure that the Authority remains responsive to the needs of the School Curriculum and Standards Authority Board and the Minister and leading coordination of associated services and support
- direct and manage the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- research best practice in curriculum, standards and moderation
- implement the logistics for the delivery of ATAR course examinations and the National Assessment Program – Literacy and Numeracy across Western Australia
- develop and maintain strategies to acknowledge student performance
- design, implement and evaluate educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- ensure that data is collected, manipulated, analysed and reported within all required timelines
- develop Externally Set Tasks (EST) and implement the logistics of delivery
- ensure 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)

- ensure that the ATAR course examinations are reviewed at the completion of implementation
- lead the development of examinations in an online environment and ensure that the curriculum is shaped to address the shift into an online environment.

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

Visit [www.education.wa.edu.au](https://www.education.wa.edu.au) for more information on the Department of Education.

### **Key responsibilities**

- Initiate, lead, and manage system-wide projects, policy reviews and identified procurement activities.
- Coordinate and support a consistent and rigorous approach to project management and risk assessment for projects of School Curriculum and Standards.
- Lead and manage research and analysis of student, school and system level data to inform strategic directions and provide options for action.
- Build and maintain strategic relationships with internal and external stakeholders.
- Monitor developments and reforms in other States and Territories as well as the key initiatives of the Commonwealth government and provide strategic and expert technical advice.
- Inform and contribute to system responses to State, Commonwealth and cross-agency initiatives as required.
- Prepare high-level reports, briefing notes, discussion papers and Ministerial communication.
- Monitor, coordinate and manage governance structures and processes across School Curriculum and Standards for major priorities, deliverables and reporting requirements.
- Work within and across teams and business units to integrate service, support and advice to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.
- Manage the administrative and business functions of the Branch, including allocating resources in accordance with business plans and maintaining control over relevant expenditure and budgets.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department 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 contributions 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 affect outcomes 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 towards 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            22 April 2025  
Reference    D25/0396607