

Position Description

Position Title:	Senior Policy Officer, Curriculum Policy & Research	Position No.:	CR (TN:20112)
Business Group:	Curriculum	Classification:	P3
Reports to:	General Manager, Curriculum	Duration of Contract:	2 years (Fixed Term Contract)
Location:	Sydney CBD		

Position Overview

The primary purpose of this position is to provide authoritative policy and quality assurance advice in relation to Australian Curriculum development projects. The position is accountable to the General Manager, Curriculum as well as Curriculum managers in the development and application of policy to ensure all aspects of ACARA's curriculum development program meet agreed standards. The position requires engagement with stakeholder groups that include multi-jurisdictional education authorities and community groups. The position holder will coordinate and prioritise their work to align to the Curriculum business unit's workplan, and in doing so, identify and liaise with key stakeholders, manage consultation and review processes, and proactively communicate and manage expectations.

The Senior Policy Officer needs to work effectively with a range of ACARA colleagues within and beyond the Curriculum business unit to ensure work outcomes are delivered on time, within budget and to the required quality standard.

Core accountabilities

1. Comply with and promote WHS instructions, policies and procedures and conduct work in a safe manner
2. Commit to, promote and model ACARA's policies including those relating to equity, diversity and sustainability in addition to ACARA's Values and Code of Conduct
3. Work collaboratively within business group and across the organisation to promote communication and information sharing

Key accountabilities

The key accountabilities of this position are to:

- Provide direct support to the General Manager, Curriculum and curriculum managers in the design and application of policy and practices that will ensure ACARA's curriculum development program reflects national and international best practice
- Develop project plans including scope, deliverables, risks, costs / budgets and impact for projects that have visibility at the Executive level (but not necessarily at Board level)
- Apply quality assurance practices to ensure products and services under development are consistent with national and international 'best practice'
- Be sensitive to the prevailing and evolving political and education landscape, as well as deliver credible insights into sectoral trends and developments
- Communicate key national and international trends in curriculum, assessment and reporting as well as research of different sector practices in relation to continuous improvement and sustainable work practices
- Conduct research on curriculum development, assessment and related issues and practices,

- Organisation of and participation in national curriculum forums and workshops, including presentation of information about the Australian Curriculum to a range of audiences
- Contribution to higher effectiveness levels for the team by identifying, developing, and maintaining an appropriate network of internal and external contacts
- Ensuring that business relationships are maintained at an agreed level by developing, implementing, and maintaining a quality oriented, timely, and service-focussed approach in work programs and services
- Recognise changing internal and external landscape and anticipate the need to change / adapt approaches to stakeholder management to ensure ACARA remains on the 'front foot'
- Undertake other duties related to priorities and curriculum initiatives as required/directed by General Manager, Curriculum.

Skills and Experience and Knowledge (Key Selection Criteria)

- A strong understanding and application of education and policy reform initiatives within the national education landscape
- An ability to apply extensive policy and / or project management experience, be able to negotiate favourable outcomes in an environment of competing internal and external stakeholder interests
- High level interpersonal, written and oral communication skills
- Strong organisational capability and project management skills including the ability to deal with wide-ranging and complex issues within tight timeframes and to quality assurance standards
- Strong networking, liaison and representation skills and the ability to interact effectively with key stakeholders including an understanding of those circumstances in which stakeholders might represent competing views and be able to maintain healthy and constructive relationships through consultation and negotiation
- A proven record of success in planning, consultation, communication and implementation of curriculum projects
- High level conceptual and analytical skills, including the ability to undertake research, prepare reports and provide strategic advice to senior management
- High level skill in the use of information and communication technologies.

Dimensions of the role

Number of direct reports-	Nil
Number of direct and indirect reports-	Writing teams of up to 10 people
Financial delegations-	Nil
HR Delegations-	Nil

Important Relationships

<p>Internal:</p> <ul style="list-style-type: none"> • ACARA communication and media personnel • Managers, Curriculum 	<p>External:</p> <ul style="list-style-type: none"> • Curriculum writers • Educational institutions representatives
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General Manager / CEO Approval

Name			
Signature		Date:	