

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA  
JOB DESCRIPTION FORM**

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
<b>Group:</b> Schools	<b>Effective Date of Document</b> 27 January 2016
<b>Division:</b> Statewide Services	
<b>Directorate:</b> Student Support Services	
<b>Branch:</b> Disability Services and Support	

<b>THIS POSITION</b>	
<b>Title:</b>	Senior Consultant
<b>Classification:</b>	Level 6
<b>Position No:</b>	Generic
<b>Positions under direct responsibility:</b> Nil	

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Manager, Disability	
<b>LEVEL:</b>	8	
<b>POSITION NUMBER:</b>	00036309	
<b>TITLE:</b>	Principal Consultant	
<b>LEVEL:</b>	7	
<b>POSITION NUMBER:</b>	Various	
<b>This position and the positions of:</b>		
<b>Title</b>	<b>Level</b>	<b>Position Number</b>
Senior Consultant	6	Various

TITLE Senior Consultant	CLASSIFICATION Level 6	POSITION NO Generic	EFFECTIVE DATE 27 January 2016
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## CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes;
- accepting responsibility and accountability for the achievement of outcomes;
- enabling flexible, innovative and diverse work practices; and
- promoting confidence in the professional judgement of the Department's staff.
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The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
  - an expectation of accountability and action
  - a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued

The Statewide Services Division is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

The Student Support Services Directorate is responsible for the delivery of integrated, state-wide services for networks, schools and teachers that support the engagement and wellbeing of every student.

The services and support delivered through the Disability Services and Support branch will provide the strategic management and coordination of policy, resourcing, services and support for students with disability. The Disability Services and Support branch is located within the Student Support Services Directorate, and part of Statewide Services. The goals of the branch are:

- all students with disability have access to a program aligned with their learning needs
- all students with disability are able to participate in the full school experience
- all students with disability transition into meaningful post school options
- there are demonstrable improvements in standards of achievement for students with disability
- parents/families and other stakeholders have high levels of satisfaction with the education provided for students with disability.

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## **ROLE**

The Senior Consultant:

- assists in the development, implementation, monitoring and evaluation of strategies, policies, procedures and guidelines related to resourcing for students with diverse needs
- provides advice and support to schools, central and regional office staff with implementing resourcing strategies to improve educational outcomes of students with diverse needs
- provides information to parents and the wider community on resourcing for students with special needs
- assists in system-wide strategic planning and participates in the ongoing identification of resourcing for all students
- provides support in developing protocols and procedures for inter-agency collaboration
- prepares correspondence and responses to queries related to resourcing for students
- identifies and develops resources to assist schools with the prevention, intervention and early identification of students at educational risk
- establishes and maintains effective working relationships with internal and external stakeholders
- promotes successful practice models of inter-agency, school and community collaboration.

## **OUTCOMES**

1. Strategies, policies, procedures and guidelines are developed, implemented, monitored and evaluated for allocating resources for students with diverse needs.
2. Schools receive appropriate and timely resourcing for students with eligible special needs.
3. Information and advice is provided to Departmental staff and the wider community on issues related to resourcing for students with diverse needs.
4. Policies, procedures and outcomes related to resourcing for students with diverse needs are communicated effectively to staff, parents and the wider community.
5. Identification and development of resources is undertaken to assist schools with prevention, intervention and early identification of students at educational risk.
6. Responses to correspondence and queries related to resourcing for students with diverse needs are prepared in a timely manner.
7. Interagency collaboration for developing protocols and procedures is undertaken and promoted.
8. Effective working relationships with internal and external stakeholders are established and maintained.

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## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated knowledge and understanding of the current legislation, policies, processes and issues associated with students with disabilities and experience in effectively applying that understanding.
2. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative thinking to complex problems and issues.
3. Demonstrated highly developed oral and interpersonal communication skills, including the ability to deal effectively with a wide range of individuals at all levels.
4. Demonstrated highly developed written communication skills, including experience in the preparation of reports, correspondence, Ministerials and briefings.
5. Demonstrated highly developed planning and organisational skills, including the ability to identify priorities and meet deadlines.

## **ELIGIBILITY**

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

## **TRAINING**

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

## **ENDORSED**

**DATE 27 January 2016**  
**TRIM REF # D16/0102288**