

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

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
Division: School Curriculum and Standards	Effective Date of Document 13 November 2017
Directorate: Curriculum, Assessment and Strategic Policy	
Branch: Strategic and External Relations	

THIS POSITION

Title: Principal Consultant, Strategic Engagement

Classification: Level 7

Position No: 00037447

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Executive Director, Curriculum, Assessment and Strategic Policy
LEVEL: Class 2
POSITION NUMBER: 00027223

TITLE: Manager, Strategic and External Relations
LEVEL: 8
POSITION NUMBER: 00026252

This position and the positions of:

Title: Various	Classification:	Position No:
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TITLE	CLASSIFICATION	POSITION NUMBER	EFFECTIVE DATE
Principal Consultant, Strategic Engagement	Level 7	00037447	13 November 2017

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations 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
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>

The Curriculum, Assessment and Strategic Policy Directorate is responsible for:

- development of Externally Set Tasks (EST)
- ensuring 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)
- ensuring that the ATAR course examinations reflect the content of the ATAR courses
- ensuring that the examinations are reviewed at the completion of implementation
- leading the development of examinations in an online environment and ensuring that the curriculum is shaped to address the shift into an online environment
- directing and managing the development, implementation and review of policies and programs of the Authority associated with Kindergarten to Year 12 curriculum, assessment and moderation
- researching best practice in curriculum, standards and moderation
- planning and developing the policies, programs, systems and innovations associated with the work of the Authority
- managing projects across the Authority
- ensuring that the Authority remains responsive to the needs of the Board and the Minister and leading the coordination of associated services and support.

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ROLE

The Principal Consultant, Strategic Engagement:

- provides professional and strategic management support to the Manager Strategic and External Relations, through the leadership, development, implementation, coordination and management of projects, programs and initiatives pertaining to Kindergarten to Year 12 curriculum, assessment and certification, and other areas specified by the Manager Strategic and External Relations
- conceptualises and provides strategic input and leadership into the development of engagement strategies pertaining to Kindergarten to Year 12 curriculum, assessment and certification and other key activities of the Authority
- explores and introduces new opportunities for effective communication with stakeholders
- reviews, develops and distributes statements, publications and information packages
- initiates and leads complex projects, including leading project teams to deliver project outcomes within budget and agreed timeframes
- manages project budgets, reports on project tasks, identifies and manages risks and issues, and provides advice and recommendations on risk mitigation and process improvements
- communicates, liaises and collaborates across directorates to manage projects and programs judiciously and improve and build partnerships with key stakeholders
- consults with members of the executive and management teams to address and resolve complex matters
- builds and maintains effective relationships with schools and stakeholders through the use of appropriate communication, liaison, negotiation and networking skills with internal and external parties
- maintains effective records and relevant information databases in accordance with the Authority's recordkeeping policy
- provides advice and support in the development and implementation of the Authority's international education strategy
- supports the operations of the Directorate, and other Directorates as required, by:
 - assisting other staff where required
 - ensuring a high level of professional competence is maintained
 - contributing to the formulation and achievement of objectives, strategies and priorities
 - participating in the effective functioning of the Directorate/s.

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OUTCOMES

1. Strategic input, informed advice and leadership is provided for the development and operation of projects, programs and other allocated initiatives of the Authority in a timely and competent manner.
2. Statements, publications and information packages are reviewed, developed and distributed within agreed timeframes.
3. Appropriate communication networks are established to manage projects, programs and other Authority initiatives judiciously and to develop stakeholder partnerships that encourage input and marshal expertise.
4. Programs, projects and initiatives of the Authority are effectively managed, implemented, delivered, monitored and reported with agreed timeframes.

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 high-level project and program management skills, including ability to implement processes to facilitate monitoring, reporting and successful delivery.
2. Demonstrated highly developed communication and interpersonal skills, including experience in undertaking high-level consultations, collaborations and negotiations.
3. Demonstrated highly developed written communication skills, including experience in preparing reports, statements, publications and information packages.
4. Demonstrated ability to provide leadership and work collaboratively to manage a range of complex projects.
5. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.

ELIGIBILITY

Employees will be required to:

- hold a relevant qualification;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

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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 13 November 2017
TRIM REF # D17/0484784