

**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
Group: Schools	Effective Date of Document 8 September 2015
Division: Statewide Services	
Directorate: Teaching and Learning Services	
Branch: Pathways and Transitions	

THIS POSITION

Title: Principal Consultant Defence Industries School Pathways

Classification: Level 7

Position No: 00029509

Positions under direct responsibility

Title: Program Support Officer	Classification: Level 3	Position No: 00030060	Number of FTE's Controlled:
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REPORTING RELATIONSHIPS

TITLE: Director, Teaching and Learning Services

LEVEL: DCO

POSITION NUMBER: 00027963

TITLE: Manager, Pathways and Transitions

LEVEL: 8

POSITION NUMBER: 00031503

This position and the positions of:

Title	Level	Position Number
Principal Consultant Teaching and Learning	EO3	Various
Education Officer Teaching and Learning	EO2	Various
Manager School Sport WA	7	00012170
Senior Consultant Vocational Education and Training	6	00031608
Administrative Assistant	2	Various

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Principal Consultant Defence Industries School Pathways	Level 7	00029509	8 September 2015

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
- promoting confidence in the professional judgement of the Department's staff.

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; and
- an environment in which care, diversity and equity are valued.

The Statewide Services Directorate 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 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 Teaching and Learning Services Directorate is responsible for the state-wide delivery of services and support to schools and networks to:

- improve the quality of classroom instruction
- develop the professional capacity of teachers and curriculum leaders
- implement evidence-based approaches to improving teaching and learning in all public schools.

The services and support delivered through the Pathways and Transitions Branch are integrated with other branches in the Teaching and Learning Services Directorate, and all other functions in Statewide Services to support successful outcomes for all students. This is achieved through a focus on better integration of services to schools, students and families; supporting teachers to deliver a more personalised approach for each child's learning; and creating expanded opportunities for students to develop the academic, personal and social competencies they will need to participate in future workforce and society.

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ROLE

The Principal Consultant Defence Industries School Pathways:

- implements and reviews policies, processes and systems for the effective deployment of the Defence Industries School Pathways Program (the Program)
- provides leadership for the delivery of initiatives
- develops, implements and monitors the Program to deliver objectives and outcomes in line with the National Partnership Agreement and Implementation Plan
- works collaboratively internally and externally to achieve the Department's objectives for improving educational outcomes through the provision of quality educational services
- provides strategic direction, specialised advice and professional support on a broad range of pathways and opportunities to improve learning outcomes for students
- prepares complex correspondence and briefings, including responses for Ministerial correspondence, parliamentary questions, information briefings, speeches, support documents and reports
- undertakes research to identify national and international emerging trends, issues and best practice in delivering quality education outcomes for students
- provides timely advice and prepares responses to Ministerial requests and briefings on activities and their relevance to curriculum development, implementation and renewal
- represents the Department at committee meetings and stakeholder forums and ensures the representation and participation of key stakeholders
- assists in the collection, analysis and dissemination of achievement and destination data, and monitors and reports against targets in the Implementation Plan for the Program
- ensures that all work is carried out within agreed timelines and budgets and other Government accountability processes
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

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OUTCOMES

1. The Program is developed, implemented, monitored and reviewed.
2. Accurate, relevant and timely written and verbal advice on performance and accountability against National Partnership Agreement objectives in the program is provided to the Manager and Executive Directors.
3. Professional leadership and advice on the program's performance, accountability and support is provided to relevant industry stakeholders.
4. The Department is represented on external committees, industry groups, tertiary institutions, and working parties in a range of contexts relating to the Program.
5. Information on research and contemporary practices in school performance and support is made available.
6. Collaboration and negotiation with relevant agencies, industries groups, tertiary institutions and stakeholders is established and maintained in order to promote the program's outcomes and delivery.
7. Human, physical and financial resources in the program are managed effectively.
8. Accrued leave of staff is managed effectively.
9. Performance management and development is delivered effectively.

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 knowledge and understanding of curriculum development and implementation in relation to establishing student career pathways to industry, tertiary institutions and vocational education.
2. Demonstrated highly developed leadership and strategic planning skills and experience in managing programs and the ability to coordinate and deliver outcomes in an educational setting.
3. Demonstrated highly developed research, conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
4. Demonstrated highly developed written communication skills, including extensive experience in the preparation of policy, reports, briefings and responses to Ministerial requests and general communication.
5. Demonstrated highly developed interpersonal and oral communication skills to facilitate productive consultations and negotiations, and ability to establish and maintain collaborative partnerships with senior officers, tertiary and industry groups and stakeholders.

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ELIGIBILITY

Employees will be required to:

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

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 08/09/2015
TRIM REF # D15/0354695