

RAMS Generated (top of page):

Agency Name:	Department of Education
Division:	Student Support Services - Statewide Services
Position Title:	Senior Consultant Student Services
Position Number:	00033999
Classification & Award:	Level 6, \$100,966 - \$111,590 per annum (PSGO CSA GA 2017)

Manually Generated (body of advertisement):

Advertised Vacancy Number: DOE587296

Student Support Services is seeking to recruit a highly motivated and proactive individual to undertake the role of Senior Consultant Student Services in the Student Wellbeing branch.

This is a unique opportunity for the successful applicant to:

- work with internal and external stakeholders;
- extend their research, planning and communication skills; and
- develop their knowledge and skills in implementing policy requirements.

The successful applicant will work with other members of the Student Wellbeing branch to write comprehensive, accurate and timely advice related to Department policies including:

- student attendance;
- student behaviour; and
- student health care.

A sound knowledge of relevant policies, legislation and strategic direction is highly desirable.

In addition, the successful applicant will contribute to existing and emerging strategic priorities within Student Wellbeing and be required to collaborate with other branches across Statewide Services.

Attention to detail and high-level written skills are essential for this role and staff who are seeking an opportunity to demonstrate their skills in these areas are encouraged to apply.

The Student Support Services Directorate delivers integrated, statewide services for networks, schools and teachers that assist schools to support the engagement and wellbeing of every student. Services and support delivered through the Directorate are integrated with the Teaching and Learning Services Directorate, and all other functions of Statewide Services, to support the successful outcomes for all students.

This selection process will initially be used to fill the above vacancy. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur throughout our branch for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position.

To be suitable for this role, you will need to demonstrate the following work related requirements:

1. Substantial knowledge and understanding of student services practices and requirements.
2. Experience in implementing, monitoring and reviewing professional learning and support programs.
3. Highly developed verbal communication and interpersonal skills with the ability to build partnerships and integrate services both within and beyond the Department.

4. Highly developed written communication and presentation skills, including experience in the preparation of reports, briefing and other documentation to support and inform senior officers.
5. Highly developed research, analytical and conceptual skills, including the ability to deal effectively with change and generate innovative solutions related to student support services.

Further information about this position can be found in the attached job description form (JDF).

Applications will be assessed against these work related requirements of the position. The business needs of the branch may also be considered. It is therefore recommended that you consider all information contained in the advertisement and any other related information before applying for the vacancy.

The Department is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.

For further job related information:

Please contact Pamela Miller, Manager, by telephoning (08) 9402 6136 or emailing Pamela.Miller@education.wa.edu.

Application Instructions

All applications are submitted online. Select "Apply for Job", at either the top or bottom of this screen and follow the instructions on your screen.

Your application should include:

- A 4 page statement addressing the Work Related Requirements 3, 4 and 5, in context of the role and business needs of the branch
- A CV of up to 4 pages outlining your employment history and professional learning summary relevant to this position
- The contact details for 2 work related referees (one being your current line manager)

It is recommended you have these documents completed and ready to attach before selecting "Apply for Job".

You are asked to complete an online application form and attach your documentation, please allow enough time to complete this process as applications cannot be accepted after the closing date and time.

After you have submitted your application online, you will receive an email confirming lodgement. If you do not receive a confirmation email, please telephone (08) 9264 4127.

If you are having difficulty submitting your online application, please telephone (08) 9264 8666 for assistance.

ELIGIBILITY

Employees will be required to:

- provide evidence of eligibility to work in Australia for the term of the vacancy
- obtain a current Department of Education Criminal Record Clearance before commencing 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 Department policy; and

- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment

The Department applies a four (4) day breach period to this selection process.

Applications must be submitted before 4.30pm (WST) on Day, DD MMMM YYYY

APPLICATIONS MUST BE SUBMITTED ONLINE

***PROFORMA, FAXED, HAND DELIVERED, POSTED, EMAILED AND LATE APPLICATIONS
ARE NOT ACCEPTED***