



## Principal Consultant International Education

<b>Position number</b>	00038711
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, International Education (Level 8)
<b>Direct reports</b>	Nil

### Context

The Enterprise Governance and Partnerships Division drives high performance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives and confidence in the management of key external partnerships. We do this by:

- ensuring strategic responses and projects are delivered within expectations underpinned by quality project and program management methodologies
- improving oversight of high-level strategic priorities and projects through increased visibility and quality assurance
- aligning governance standards to the strategic significance and complexity of initiatives
- supporting evidence-based decision making through effective use of intelligence and data
- developing and maintaining effective partnerships to support strategic alignment and positive relationships both within and external to the Department, including with higher and international education stakeholders.

The Division's International Education branch supports the delivery of education to international students in Western Australian public schools. The branch is responsible for the Department's International Education Program, which involves the implementation of a range of initiatives focused on supporting the growth of international education in public schools.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Support the implementation and delivery of the Department's International Education Program, including monitoring and review of key initiatives and strategies.
- Provide project management support for the International Education Program, including a range of school support initiatives, reporting in a timely manner and within budget.

- Assist in developing partnerships and undertake high-level liaison and negotiation with stakeholders in key offshore markets, including school representatives and the State Government's network of Education Business Development Managers.
- Establish and maintain effective working relationships and networks for the implementation of a range of activities that support the International Education Program.
- Undertake comprehensive research to identify emerging trends and issues on a national and international matters pertaining to international education in public schools and develop solutions and risk management strategies to achieve outcomes.
- Undertake research and systemic analysis of student, school and system-level data to identify areas for improvement and to inform the targeting of services and support.
- Represent the Department on internal and external committees and working groups in relation to international education.
- Contribute to the design, development and facilitation of professional learning programs and resources associated with support services for schools participating in the International Education Program.
- Prepare reports, briefings and other documentation for senior management, including responses to parliamentary and Ministerial questions.

### **Selection criteria**

1. Demonstrated substantial knowledge and understanding of contemporary, evidence-based practices related to international education.
2. Demonstrated high-level planning and management skills with a proven ability to plan and coordinate initiatives in a complex environment.
3. Demonstrated highly developed conceptual, analytical and problem-solving skills, including the ability to provide innovative thinking in implementing key programs or projects.
4. Demonstrated highly developed interpersonal and communication skills, including the ability to successfully undertake consultations, collaborations and negotiations with senior officers, school leaders and other stakeholders across a broad range of settings.
5. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of correspondence, reports, Ministerial communication, briefing notes and policy.

### **Eligibility and training requirements**

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

## ENDORSED

Date 3 June 2025  
Reference D25/0499288