



Consultant, International Education

International Education

Position number	00038709
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 5
Reports to	Manager, International Education (Level 8)
Direct reports	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 includes the implementation of a range of initiatives focused on supporting the growth of international education in public schools.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide effective professional and strategic management support to the team.
- Research, assess and monitor initiatives and investigations which have operational significance and policy implications for the International Education branch.
- Provide policy and operational management advice to the Principal Consultant and Manager.
- Research, prepare and review briefing papers, correspondence, support documents, project budgets and confidential reports in an accurate and timely manner and on behalf of the Manager.

- Provide assistance and advice on policies, procedures, budgets and critical operational issues relating to the delivery of education to international students in Western Australian public schools.
- Develop, maintain and manipulate databases, spreadsheets and systems that support activities of the International Education branch.
- Monitor and analyse emerging operational trends and issues pertaining to international education to support branch planning, decision making and reporting.
- Provide quality input into developing, implementing, reviewing and updating branch operational plans, processes and procedures to achieve business outcomes.
- Establish and maintain effective and collaborative working relationships and networks with internal and external stakeholders.

Selection criteria

1. Demonstrated operational planning skills, including the ability to coordinate, monitor, report and contribute to strategic outcomes.
2. Demonstrated well developed data management skills, including data analysis and reporting, and the ability to interpret data, analyse trends and make recommendations.
3. Demonstrated well developed written communication and editorial skills with considerable experience in the preparation of reports, briefings and correspondence.
4. Demonstrated well developed verbal communication and interpersonal skills, including the ability to effectively consult, collaborate and negotiate within a team environment and with stakeholders at a senior level.
5. Demonstrated considerable knowledge and understanding of trends, initiatives and developments that impact on school performance.

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
- 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 D25/0276381