



Senior Consultant

Enterprise Governance and Partnerships

Position number	00039498
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	Program Delivery Manager (Level 8)
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner preparing them for their next step into the workforce or further education.

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.

This includes an executive and governance services function that provides strategic advice, management, monitoring and support of the Corporate Executive and governance committees, to ensure compliance, enable decision making and provide assurance of system performance and improvement initiatives.

The Division's Program Management Office drives and provides oversight of responses and initiatives that facilitate the delivery of the Department's strategic intent and prepare the Department for the future. We do this by initiating, managing, and monitoring projects of strategic importance using project management methodologies to underpin collaboration, standardisation, and the on time, on budget delivery of key project metrics.

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

Key responsibilities

- Lead, plan, undertake and review projects, programs and initiatives to identify risks for the Department, and provide strategic advice and reports to Corporate Executive and its governance committees on these issues.
- Coordinate high-level research, analysis and evaluation of processes and proposed projects, education issues and trends to identify opportunities for continuous improvement.
- Facilitate public sector governance and monitor, evaluate and refine strategies, including ensuring that decision-making processes of Corporate Executive and its strategic committees comply, and are consistent, with the Department's legal and policy obligations.
- Develop and coordinate operational and high-level protocols, guidelines and practices in relation to governance issues.
- Coordinate and prepare correspondence, speeches, reports, submissions and briefings on education related matters.
- Undertake professional consultation within the Department, other Government agencies and private sector organisations on issues related to education and public sector governance.
- Manage the provision of executive services to Corporate Executive and its strategic governance committees, including collation of agendas, papers, minutes and items.
- Provide advice and support to stakeholders in the preparation of proposals and submissions to Corporate Executive and its governance committees and quality assure proposals and submissions to ensure documentation is accurately completed.
- Provide professional advice and support on a range of programs, projects and strategies.

Selection criteria

1. Demonstrated highly developed capability relevant to the delivery of proactive, efficient and effective administrative and executive support service to strategic governance committees.
2. Demonstrated highly developed research, analytical and conceptual skills and proven capacity to provide innovative thinking in problem solving.
3. Demonstrated highly developed written communication skills, including extensive experience in the preparation of procedures, briefings and complex reports.
4. Demonstrated highly developed interpersonal and verbal communication skills, including the ability to identify and manage key stakeholder relationships and undertake high-level consultation, collaboration and negotiation.
5. Demonstrated highly developed program and project management skills, including project methodology, planning, coordination, implementation and evaluation.

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 4 February 2026
Reference D26/0084182