



Senior Consultant

Service Design and Support

Position number 00033999

Agreement [Public Sector CSA Agreement 2021](#) (or as replaced)

Classification Level 6

Reports to Manager, Projects (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 future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Service Design and Support provides the shared functions and support needed to provide better services to schools. It also coordinates, implements and supports programs, initiatives, and special projects. Its purpose is to provide strategy, policy and program oversight and operational support to Statewide Services.

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

Key responsibilities

- Assist in planning, implementation, monitoring and evaluation of projects, programs and initiatives to meet current and emerging needs.
- Support the design and provision of effective operational processes and corporate services support across the division.
- Undertake research, collect, analyse and interpret data and other contextual information related to Statewide Services initiatives and policies.
- Assist in the preparation of reports, briefings and other documentation pertaining to Statewide Services. This includes developing high quality and timely responses

requested from Statewide Services by the system with input as required from subject matter experts across the division.

- Consult and negotiate with internal and external providers to develop, implement and report on Statewide Services initiatives and services.
- Work within teams and across business units to ensure integrated services and support to schools and the Department.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated substantial knowledge and understanding of public educational contexts and operations at a central, regional and school level.
2. Demonstrated highly developed verbal communication and interpersonal skills with the ability to build partnerships and integrate services both within and beyond the Department.
3. Demonstrated highly developed written communication skills, including experience in the preparation of reports, briefing and other documentation.
4. Demonstrated highly developed research, analytical and conceptual skills, including the ability to deal effectively with change and generate innovative solutions.
5. Demonstrated highly developed planning and organisation skills, including the ability to identify priorities and meet deadlines.

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 six months of appointment.

Certification

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

ENDORSED

Date 27 January 2022

Reference D22/00044912