



## Principal Consultant Road Safety and Drug Education

<b>Position number</b>	00038995
<b>Agreement</b>	<a href="#">School Education Act Employees' (Teachers and Administrators) General Agreement 2023</a> or as replaced
<b>Classification</b>	Education Officer Level 3
<b>Reports to</b>	Manager, Road Safety and Drug Education (Level 8)
<b>Direct reports</b>	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.

Professional Capability drives the ongoing development of our school facing workforce. Its purpose is to build professional capability to improve student achievement by enabling teaching and leadership excellence.

The Student Engagement and Wellbeing directorate implements system strategies and priorities to improve the engagement and wellbeing of students and delivers professional learning initiatives and resources for schools to strengthen the capability of the profession.

The Road Safety and Drug Education branch delivers specialised prevention education to keep children and young people safe. The programs are designed to contribute to the reduction of road related injury and harm from alcohol and other drug use. Its education strategies and resources are designed to build the capacity of teachers and schools to implement evidence-based school alcohol and other drug and road safety education programs.

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

## Key responsibilities

- Lead, develop, implement and monitor prevention education programs, which incorporates professional learning and resources, to ensure that objectives, outcomes and outputs provide a whole school approach and are delivered in line with agreements, plans, school education programs and services relating to specific State and national strategic education programs and best practice.
- Provide strategic advice and support in the development, implementation and monitoring of projects, programs, workshops, policies, guidelines and standards.
- Provide support, advice and information to schools, consultants and other key stakeholders on prevention education programs in partnerships with government and non-government agencies in Western Australia.
- Proactively influence, negotiate, collaborate and liaise with school staff, school leaders, government and non-government agencies in Western Australia in relation to developing partnerships, service arrangements, frameworks, structures and managing programs and projects.
- Undertake research, analysis and planning to support the coordination and monitoring of programs, policies, guidelines and procedures.
- Coordinate and monitor projects and contracts, including budget and reporting.
- Prepare website content, newsletters, reports, briefing papers, responses to correspondence and other documentation for senior staff, the Director General and the Minister.
- Investigate high-risk management issues and problems and identify appropriate solutions.
- Represent the Department on internal and/or external committees, advisory groups and working groups.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

## Selection criteria

1. Demonstrated highly developed skills and experience in managing and implementing system-wide projects or programs in a large and complex organisation.
2. Demonstrated highly developed leadership skills with the ability to develop strategic directions in accordance with program objectives, visions and goals.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues that inform decision-making.
4. Demonstrated highly developed written communication and presentation skills, including experience in preparing policies, reports, briefings, general communication and responses to Ministerial requests.
5. Demonstrated highly developed oral and interpersonal skills, including the ability to undertake high-level consultations, collaborations and negotiations and build high-level relationships, alliances and networks.

## Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- 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
- hold and maintain a current 'C' class drivers licence
- undertake travel throughout the state, including overnight stays in nonmetropolitan locations and travelling in small aeroplanes to remote locations, as required
- 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 March 2026  
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