



Principal Consultant Reform and Strategic Services

Position number	00047939
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Deputy Director General, Reform and Strategic Services
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.

The Reform and Strategic Services group leads major education reforms and strategic initiatives to strengthen public education. It oversees system-level governance, disability reform, and change management for key projects, while driving innovation to embed best practice across schools. The division also manages partnerships, communications and election commitments, ensuring the Department remains future-focused and responsive to emerging priorities.

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

Key responsibilities

- Provide high-level strategic advice and professional support to the Deputy Director General and the Reform and Strategic Services executive team to drive the effective development, implementation and coordination of projects, programs and initiatives, aligned to the Department's strategic priorities.
- Undertake research and analysis of organisational policies, procedures and guidelines, prepare briefing papers, speeches, correspondence, support documents, project budgets and confidential reports.
- Design, develop and monitor the delivery of project, programs and initiatives, initiated by the Reform and Strategic Services group, to meet current and emerging needs, ensuring cross-divisional collaboration and reporting on outcomes.
- Build and maintain strong working relationships and networks within senior management and staff across other divisions, regions, networks, schools and the wider community.

- Ensure the alignment and effective provision of policy, resources and services to improve student outcomes.
- Consult and negotiate with internal and external stakeholders in a culturally responsive and context specific manner to achieve strategic objectives.
- Promote integrated service delivery by working collaboratively within teams and across business units.

Selection criteria

1. Demonstrated substantial knowledge and understanding of the strategic direction of Western Australia's public education system and operations at a central, regional and school level.
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 and experience in applying strategic thinking to achieve outcomes and implementing effective change management strategies to achieve educational outcomes.
4. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
5. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials, briefing notes and policy.
6. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.

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 6 January 2026
Reference D26/0025008