



Specialist Advisor

Service Delivery

Position number	00040982
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2019 or as replaced
Classification	School Administrator Level 3
Reports to	Manager, Secondary Schools, District High Schools and Post-School Pathways (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 Delivery is the key interface with schools. Its purpose is to plan, coordinate and deliver targeted services that support schools and regions to improve student achievement.

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

Key responsibilities

- Provide strategic advice and support for the effective development, implementation and coordination of projects, programs and initiatives that build student career management skills and prepare students to enter the workforce.
- Provide advice and direction to schools on building relationships with business, industry and training providers.
- Undertake research on evidence-based practices and professional learning to support schools and prepare reports and briefing notes.
- Collect, analyse and interpret data and contextual information as part of a system-wide approach to identify trends and develop appropriate strategies.

- Collaborate and liaise with the Statewide Services executive team, the relevant Director of Education and school principals on -secondary education, including student pathways and career development.
- Develop and deliver quality professional development for school staff.
- Assist in the development and provision of resources and support to schools.
- Evaluate the quality and effectiveness of programs and services against desired outcomes.
- Establish and maintain effective working relationships and networks to ensure effective levels of service to schools.
- 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 extensive knowledge and understanding of current trends, initiatives and reforms in education, student pathways and career development.
2. Demonstrated highly developed verbal and interpersonal communication skills and the ability to undertake high-level negotiations, consultations and collaborations.
3. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of complex reports and presenting contentious information to a range of stakeholders.
4. Demonstrated extensive skills and experience in providing effective leadership in a diverse range of settings.
5. Demonstrated extensive skills and experience in the development and implementation of professional learning programs, projects or strategies at a school, region or system level.
6. Demonstrated highly developed conceptual, analytical and strategy formulation skills, including the ability to provide innovative, strategic solutions to complex problems.

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
- 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 17 March 2022
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