

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced	
Group: Public Schools Division: Statewide Services Directorate: Teaching and Learning Services Branch: Road Safety and Drug Education	Effective Date of Document 04 July 2018	

THIS POSITION		
Title: Manager, Road Safety and Drug Education		
Classification: Level 8		
Position No: 00038890		
Positions under direct responsibility:		
Title: Principal Consultant Principal Consultant Project Officer Administrative Assistant	Classification: EO3 Level 7 Level 3 Level 2	Position No: Various Various TBC Various

REPORTING RELATIONSHIPS		
TITLE:	Assistant Executive Director, Teaching and Student Support Services	
LEVEL:	AEDXR	
POSITION NUMBER:	00027719	
TITLE:	Director, Teaching and Learning Services	
LEVEL:	DEANE	
POSITION NUMBER:	00027963	
This position and the positions of:		
Title: Manager, Specialist Services Manager, Curriculum Support Manager, Teacher Development Administrative Assistant	Classification: Level 8 Level 8 Level 8 Level 2	Position Number: 00036449 00031503 00031504 00020051

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Manager, Road Safety and Drug Education	Level 8	00038890	04 July 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

The Statewide Services Division is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources and monitoring programs and services to ensure high standards.

The Teaching and Learning Services Directorate is responsible for the delivery of integrated state-wide services for networks, schools and teachers supporting the learning and successful outcomes of all students. The services and support delivered through the Teaching and Learning Services Directorate are integrated with the Student Support Services Directorate, and all other functions of Statewide Services. This is achieved through a focus on better integration of services with schools, students, families and external service providers; supporting schools and networks of schools to deliver high quality teaching and learning in every classroom; and creating expanded opportunities for students to develop the academic, personal and social competencies they will need to participate in the future workforce and society.

The Road Safety and Drug Education Branch is a specialised centre of expertise delivering the School Drug Education and Road Aware Program (SDERA). SDERA is the State Government's primary strategy for road safety and drug education for young people. The program provides prevention education keeping children and young people safer. Program initiatives and resources target early childhood service providers and educators, school administrators, teachers, school support staff, parents/carers and the broader education community throughout Western Australia.

The SDERA program is designed to contribute to the reduction of road related injuries and harms from alcohol and other drug use through education strategies and resources designed to build the capacity of teachers and schools to implement evidence-based school alcohol and other drug and road safety education programs.

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ROLE

The Manager, Road Safety and Drug Education:

- leads and manages the strategic planning, direction, implementation and evaluation of the SDERA Program and relevant strategic initiatives, including product development, professional learning, events and publications to achieve Program outcomes
- ensures all programs and initiatives encompass and reflect National and State strategy across all educational settings, sectors and stakeholders
- builds the support and engagement of internal and external stakeholders, negotiating open lines of communication and facilitating cooperation through knowledge exchange to achieve the effective delivery of support and education programs to schools and other stakeholders
- works collaboratively across school sectors and systems, Statewide Services and other Divisions on shared priorities and initiatives to deliver integrated services and support
- leads, develops and manages the evaluation, reporting and compliance requirements of programs, initiatives and services
- develops and implements policies, standards, procedures and risk management strategies to support and enable to delivery of activities and services
- negotiates services agreements and develops and maintains partnerships and sustainable working relationships with stakeholders and key influencers
- represents the Department on internal and external committees and working parties
- manages the administrative and business functions of the Branch, including allocating financial and physical resources in accordance with business plans and maintaining control over relevant expenditure and funding submission management
- enhances customer service and the provision of relevant, easily accessible professional services and support for schools
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

OUTCOMES

1. The SDERA Program is effectively managed.
2. Professional consultancy and strategic and tactical advice is provided to support programs and initiatives.
3. Policies, standards and procedures are developed and implemented to support Branch activities.
4. Professional development and adult learning initiatives are identified, managed and developed to meet delivery outputs.

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5. The Department is represented on committees and working parties.
6. Effective communication networks are established and maintained with internal and external clients, customers and stakeholders.
7. Accrued leave of staff is managed effectively.
8. Performance management and development is delivered effectively.

SELECTION CRITERIA

The following selection criteria are to be read in conjunction with the overall context and requirements of this position.

Implements and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues.
- evaluates ongoing project and program performance and identifies critical success factors
- establishes clear plans and timeframes for project implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may impact outcome and adjusts plans as required.

Achieves results

Builds productive relationships

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works toward mutually beneficial outcomes
- brings people together and encourages input from key stakeholders.

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances.

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

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ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

ENDORSED

DATE 04 July 2018

TRIM REF # D18/0307893