

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

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced
<b>Group:</b> Public Schools <b>Division:</b> Statewide Services <b>Directorate:</b> Teaching and Learning Services <b>Branch:</b> Road Safety and Drug Education	<b>Effective Date of Document</b> 31 August 2018

<b>THIS POSITION</b>
<b>Title:</b> Principal Consultant – Alcohol and Drug Awareness
<b>Classification:</b> Level 7
<b>Position No:</b> 00038997
<b>Positions under direct responsibility:</b> Nil

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Director, Teaching and Learning Services	
<b>LEVEL:</b>	DEANE	
<b>POSITION NUMBER:</b>	00027963	
<b>TITLE:</b>	Manager, Road Safety and Drug Education	
<b>LEVEL:</b>	8	
<b>POSITION NUMBER:</b>	00038890	
This position and the positions of:		
<b>Title</b>	<b>Level</b>	<b>Position Number</b>
Various		

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Principal Consultant – Alcohol and Drug Awareness	Level 7	00038997	31 August 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/>.

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 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 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 reducing road-related injuries and harms from alcohol and other drug use through education strategies and resources aimed at building 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 Principal Consultant – Alcohol and Drug Awareness:

- leads, develops, implements and monitors alcohol and drug awareness programs 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
- provides leadership, strategic advice and input into the development, implementation, monitoring and evaluation of alcohol and other drugs (AOD) and resilience projects, programs, workshops, policies, guidelines and standards
- provides support, advice and information to schools, regional consultants and other key stakeholders on professional learning, education, prevention, pastoral care and intervention strategies across the provision of a range of alcohol and drug awareness programs in partnership with government agencies and non-government and not-for-profit sectors in Western Australia
- proactively influences, negotiates, collaborates and liaises with school leaders, Government agencies and non-government and not-for-profit sectors in Western Australia in relation to developing partnerships, service arrangements, frameworks, structures and managing programs and projects
- undertakes research, analysis and planning that supports the coordination and monitoring of AOD programs, policies, guidelines and procedures
- coordinates and monitors projects and contracts for AOD services and related programs, including budget and reporting
- prepares website content, newsletters, correspondence, speeches, reports, submissions and policy briefings for the Executive Director, the Director General and the Minister
- investigates high-risk management issues and problems and identifies appropriate solutions
- represents the Department on internal and external committees, advisory groups and working parties as required.

## **OUTCOMES**

1. Professional consultancy, incorporating strategic and tactical advice, is provided to support alcohol and drug awareness programs and initiatives.
2. Policies, procedures and guidelines are developed, implemented and monitored to support activities.
3. High-level research is undertaken to identify emerging local, national and overseas trends and best practice related to delivering of education and awareness services, programs, projects, policies and initiatives.
4. Schools, principals, teachers and stakeholders are supported in implementing AOD programs and initiatives aimed at improving educational and awareness outcomes.
5. Appropriate communication networks are established and maintained across the Division, within the Department and with external stakeholders.

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- The Department is professionally represented on committees, working parties and advisory groups at the state and national levels.

## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

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

## **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 31 August 2018**  
**TRIM REF # D18/0390508**