

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

School Education Act 1999	Salaries/Agreement/Award Teachers (Public Sector Primary and Secondary Education) Award 1993; School Education Act Employees'(Teachers and Administrators) General Agreement 2017 or as replaced
Group: Public Schools	Effective Date of Document 14 September 2018
Division: Statewide Services	
Directorate: Teaching and Learning Services	
Branch: Road Safety and Drug Education	

THIS POSITION		
Title:	Principal Consultant, Regional	
Classification:	Education Officer Level 3	
Position No:	00039020	
Positions under direct responsibility:		
Title: Coordinator	Classification: EO2	Position No: Various

REPORTING RELATIONSHIPS		
TITLE:	Director, Teaching and Learning Services	
LEVEL:	DEANE	
POSITION NUMBER:	00027963	
TITLE:	Manager, Road Safety and Drug Education	
LEVEL:	8	
POSITION NUMBER:	00038890	
Title: Various	Classification:	Position No:

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Principal Consultant, Regional	Education Officer Level 3	00039020	14 September 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 delivers integrated state-wide services for networks, schools and teachers supporting the learning and successful outcomes of all students. 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 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 reducing 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.

TITLE Principal Consultant, Regional	CLASSIFICATION Education Officer Level 3	POSITION NO. 00039020	EFFECTIVE DATE 14 September 2018
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ROLE

The Principal Consultant, Regional:

- assists in the planning, delivery, monitoring, review and evaluation of SDERA programs and services
- leads, coordinates and manages the Regional Coordinator team in delivering professional learning programs and services
- provides expertise, leadership, advice, options and strategies to regions, networks and schools that best address regional and school needs, including developing and implementing regional operational plans aligned to the program
- engages in research and analysis of school and regional needs to inform planning, program implementation and resourcing decisions
- collaborates with, and provides advice to, senior personnel within the Department on matters relating to developing, implementing, monitoring and reporting of regional programs
- builds and maintains strong relationships, networks, local partnerships and collaborative working relationships with internal and external stakeholders, including other Government departments, local governments, community groups and team members
- provides financial management, including budgeting and reporting of expenditure, for the Regional Coordinator team
- represents the Branch on internal or external committees and working parties in a range of contexts
- 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. Delivery of SDERA programs is monitored, reviewed and evaluated to ensure quality of delivery and improved educational outcomes across the state.
2. Strategic leadership is provided to the Regional Coordinators in delivering SDERA programs and operational management of the team.
3. Research and analysis is conducted to ensure that program implementation and services provided to schools are aligned to local need and continue to achieve improved educational outcomes.
4. Effective communication networks are established and maintained with all stakeholders.
5. Professional consultancy and collaboration with all stakeholders to formulate relevant strategies that meet regional, school and individual needs and support SDERA programs and initiatives.
6. Accrued leave of staff is managed effectively.
7. Performance management and development is delivered effectively.

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SELECTION CRITERIA

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

1. Demonstrated high-level experience in developing, implementing, monitoring and evaluating programs.
2. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions and strategies to complex and strategic problems and issues.
3. Demonstrated highly developed organisational and people management skills with the ability to plan, coordinate and resource projects in an educational setting.
4. Demonstrated capacity to provide strategic leadership in an organisational setting.
5. Demonstrated high-level written, oral and interpersonal communication skills, including the ability to undertake high-level consultation, collaboration and negotiation.
6. Demonstrated high-level knowledge and understanding of current policies and issues associated with road safety and drug education at the local, state and national level and ability to apply that knowledge.

ELIGIBILITY

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; 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 14 September 2018
TRIM REF # D18/0412814