

**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:	Schools	Effective Date of Document 1 Feb 2019
Division:	Statewide Services	
Directorate:	Aboriginal Education Teaching and Learning	

THIS POSITION		
Title:	Principal Consultant	
Classification:	Level 7	
Position No:	00038634	
Positions under direct responsibility:		
Title:	Classification:	Position No:
Senior Consultant	Level 6	Various

REPORTING RELATIONSHIPS		
TITLE:	Director, Aboriginal Education Teaching and Learning	
LEVEL:	9	
POSITION NUMBER:	0037235	
TITLE:	Manager	
LEVEL:	8	
POSITION NUMBER:	00037311	
This position and the positions of:		
Title	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Principal Consultant	Level 7	TBA	1 February 2019

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 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 Aboriginal Education Teaching and Learning Directorate provides strategic planning; policy formulation and review; and development and implementation of strategic initiatives. The Directorate is responsible for the ongoing development and dissemination of strategies to improve the learning outcomes for Aboriginal students in Western Australia. The focus of these strategies is to improve Aboriginal students' access to, and participation in, all levels of schooling.

The major objectives of the Directorate are the:

- improvement of the quality of school leadership and teaching and learning for Aboriginal students
- implementation of the *Aboriginal Cultural Standards Framework*
- establishment and implementation of the Elder is Residence program.

In addition, the Directorate monitors and reports to the Australian Government on targets set out in the national and bilateral agreements, which are aligned with the key directions of the Council of Australian Governments and focus on closing the educational performance gap between Aboriginal and non-Aboriginal students.

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ROLE

The Principal Consultant:

- provides strategic advice and input into the development, implementation and monitoring of policies, guidelines and standards related to school, teacher and Aboriginal student support services
- contributes to the operations of Statewide Services in planning and supporting school, teacher and Aboriginal student support services in accordance with the Department's strategic direction and Government reforms
- coordinates and monitors the distribution of grants and contracts for providing student support services and related programs
- provides advice and information to Corporate Executive, and as appropriate, education regional offices and schools, on policy matters associated with school, teacher and Aboriginal student support services
- undertakes research, analysis and planning that supports coordination and monitoring of policies, guidelines and procedures relating to school, teacher and Aboriginal student support services
- prepares correspondence, speeches, reports, submissions and policy briefings for the Executive Director Statewide Services, the Director General and the Minister
- establishes and maintains effective working relationships and networks within the Department and State Government agencies to support the development of policies and policy advice in accordance with the Department's strategic directions
- represents the Statewide Services Division on internal and external committees and working parties as required
- 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.

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OUTCOMES

1. Departmental policies, procedures and guidelines relating to school, teacher and Aboriginal student support services are developed, implemented and monitored.
2. High-level advice on policies, priorities, reports, trends and initiatives relating to school, teacher and Aboriginal student support services is provided to the Executive Director Statewide Services, Corporate Executive, the Minister and stakeholders.
3. Grants and contracts for providing support services are disseminated and monitored.
4. Appropriate communication networks are established and maintained across the Statewide Services Division, within the Department and with external stakeholders.
5. High-level research is undertaken to identify emerging local, national and overseas trends related to delivering student support services, programs, projects, policies and initiatives.
6. Resources are allocated to support the implementation of the Department's initiatives aimed at improving educational outcomes for Aboriginal students.
7. The Department is professionally represented on committees and advisory groups to maintain involvement in development and implementation at the state and national levels.
8. Accrued leave of staff is managed effectively.
9. Performance management and development is delivered effectively.

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.

1. Demonstrated extensive knowledge and understanding of contemporary policy frameworks and issues affecting Aboriginal communities and families.
2. Demonstrated extensive knowledge and understanding of current State and National education trends, policies and frameworks to support the delivery of support services to schools, teachers and students.
3. Demonstrated highly developed oral and interpersonal communication skills, including the ability to undertake high level consultations, collaborations and negotiations.
4. Demonstrated highly developed written communication skills, including experience in the preparation of Ministerial responses, briefing notes, reports, policies and guidelines.
5. Demonstrated highly developed conceptual and analytical skills, including the ability to develop, implement, coordinate, monitor and apply strategic thinking to achieve outcomes.
6. Demonstrated highly developed leadership and strategic planning skills and experience in managing projects and ability to coordinate and deliver strategic outcomes in an educational setting.

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ELIGIBILITY

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

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: 1 February 2019
TRIM REF # D19/0034561