

**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
Division: Statewide Services	1 Feb 2019
Directorate: Aboriginal Education Teaching and Learning	

THIS POSITION		
Title:	Principal Consultant	
Classification:	Level 7	
Position No:	00038635	
Positions under direct responsibility:		
Title: Consultant	Classification: Level 5	Position No: Various

REPORTING RELATIONSHIPS		
TITLE:	Director, Aboriginal Education Teaching and Learning	
LEVEL:	9	
POSITION NUMBER:	00037235	
TITLE:	Manager	
LEVEL:	8	
POSITION NUMBER:	00037311	
This position and the positions of:		
Title: Various	Classification:	Position No:

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Principal Consultant	Level 7	00038635	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.

Major objectives of the Directorate are:

- improving the quality of school leadership and teaching and learning for Aboriginal students
- implementing the *Aboriginal Cultural Standards Framework*
- establishing and implementing the Elder is Residence program.

In addition, the Directorate monitors and reports to the Australian Government on targets set out in 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 school, teacher and Aboriginal student support services in accordance with the Department's strategic direction and Government reforms
- provides Aboriginal perspective, leadership, guidance and support, to build the capacity of schools to strengthen cultural responsiveness and improve educational outcomes for Aboriginal students
- provides advice and information to Public Schools Executive, education regional offices and schools, on matters associated with school, teacher and Aboriginal student support services
- provides leadership and advice to internal business units and regions to build staff capacity to engage with and respond in culturally responsiveness ways to Aboriginal organisations, community members and parents
- provides representation on internal and external committees and working parties and works in collaboration with other Department teams as required
- facilitates opportunities for school leaders and teachers to access practical support, information, professional learning and resources to assist with the implementation of Department priorities, including the Aboriginal Cultural Standards Framework
- communicates with professional associations, other agencies and non-government service providers, to strengthen culturally responsive approaches to supporting Aboriginal students and families
- prepares responses to Ministerial correspondence, parliamentary questions and general enquiries related to Aboriginal education
- prepares responses to enquiries from community members and parents regarding policies and operations related to Aboriginal education
- undertakes research to identify emerging trends and issues and provides recommendations for strengthening approaches to Aboriginal education to inform the targeting of services and support
- 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 guidelines and information relating to school, teacher and Aboriginal student support services are developed, implemented and monitored.
2. Strategic leadership and support is provided to central and regional staff and schools to assist in embedding culturally responsive approaches to improve educational outcomes for Aboriginal students.
3. High-level advice on priorities and initiatives, and emerging trends and issues relating to school, teacher and Aboriginal student support services is provided to the Executive Director Statewide Services, Public Schools Executive, the Minister and stakeholders.
4. Appropriate communication networks are established and maintained across the Statewide Services Division, within the Department and with external stakeholders.
5. Appropriate advice and guidance is provided to support the development of information, professional learning and resources to engage with Aboriginal organisations, community members and parents.
6. The Department is professionally represented on committees and working parties in a range contexts related to strengthening support and improving educational outcomes for Aboriginal students.
7. Accrued leave of staff is managed effectively.
8. 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 high-level leadership skills in building organisational capacity to engage with Aboriginal students, their families and communities.
3. Demonstrated high-level oral and interpersonal communication skills, including the ability to build and sustain productive working relationships within and between internal and external stakeholders, including community and organisational networks.
4. Demonstrated highly developed written communication skills, including experience in the preparation of Ministerial responses, reports, correspondence 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 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

Aboriginality is considered essential for this position under section 50D of the Equal Employment Opportunity Act.

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment;
- hold or obtain a current Working with Children Check; and
- hold a valid Class C Western Australian Driver's Licence.

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 Accountability 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 Feb 2019
TRIM REF # D19/0020448