

Consultant - Online Leadership Institute

Position number	00031766
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 6
Reports to	Project Coordinator (Level 7)
Direct reports	Nil

Context

The Leadership Institute:

- supports the Department's strategic objective of building motivated, committed and skilled school leaders able to meet the challenges of providing students with access to an education system dedicated to the highest standards of student achievement
- coordinates, develops and contributes to planning and delivering high-quality professional learning for school leaders
- engages in activities that support school leaders to undertake systematic professional learning that stimulates and supports work-based learning and improvement
- provides a coordinated approach to recognising and valuing professional learning that contributes to work-place learning, career development and promotion, including development of pathways to assist school leaders to engage in quality professional learning that links to university and further study as credit towards their professional qualifications
- refines and develops requirements for the design and delivery of professional learning and develops procedures to monitor their application and success.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Facilitates the development and delivery of the Institute's online professional learning.
- Works closely with Institute program managers to ensure content of professional learning programs is appropriate for the online environment and provides training, advice and support on online learning tools, content and structure.
- Undertakes the operational coordination of program delivery and provides guidance across all regions to ensure consistent implementation.

- Develops and provides program support materials to course participants through digital technologies including learning management systems and audio visual methodologies.
- Identifies emerging opportunities and future innovations in professional development.
- Undertakes quality assurance in monitoring, reviewing and evaluating learning programs to identify and implement improvements and changes as required.
- Researches and establishes strategies and operating procedures to support the development of professional growth through online methods.
- Works with key stakeholders within the Department and other sector agencies to influence and develop quality professional learning programs and online resources.
- Establishes and maintains highly effective communication networks, with both internal and external stakeholders, to promote and ensure relevance of program development.
- Contributes to the achievement of Departmental goals and objectives, policies, strategies, standards and procedures to ensure strategic initiatives are met.

Selection criteria

1. Demonstrated knowledge and understanding of current and emerging technologies for the development and delivery of online learning and projects in an adult learning educational context together with relevant knowledge of alternative and innovative learning methods.
2. Demonstrated skills and experience in the planning, designing, implementation and delivery of effective professional learning programs in a face to face and online context.
3. Demonstrated highly developed research, conceptual and analytical skills, including the ability to generate strategies which address issues, solve complex problems and inform decision making.
4. Demonstrated highly developed written and verbal communication skills with the ability to establish and maintain effective working relationships with stakeholders at all levels.
5. Demonstrated skills and experience in project management and successful implementation of digital and audio visual resources into online professional learning initiatives.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- 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 responsibilities and other requirements of the position.

ENDORSED

Date 29 July 2019
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