



Principal Consultant, Student Support Statewide Services

Position number	Generic
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 7
Reports to	Manager (Level 8) or Principal Advisor (School Administrator – at substantive level)
Direct reports	Nil

Context

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.

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

Key responsibilities

- Provide practical, accurate and timely advice, resources, information and support to schools and networks regarding student support services, including attendance, behaviour, child protection, social and emotional competencies, mental health, disability and additional learning needs.
- Support the implementation and delivery of student support initiatives and monitor and review initiatives.
- Research, plan, implement and evaluate student support services, programs and strategies in response to the needs of public schools.
- Undertake research and systemic analysis of student, school and system level data to identify areas to strengthen communication, improve processes and to inform the targeting of services and support.
- Effective working relationships and networks within the Department and other agencies are established and maintained for the implementation of evidence-based approaches that support the wellbeing, development and achievement of all students.
- Work with members of other teams in Statewide Services on shared priorities and initiatives to deliver integrated services and support to schools and networks.
- Represent Statewide Services on internal and external committees and working groups in relation to student support services.

- Contribute to the design, development and facilitation of professional learning programs associated with student support services in public schools.
- Work with other areas in Statewide Services on the preparation of reports, briefings and other documentation for senior management related to student support in public schools.

Selection criteria

1. Demonstrated substantial knowledge and understanding of contemporary, evidence-based practices related to student support services.
2. Demonstrated skills and experience in developing and implementing successful student programs, projects or strategies at the school, region, network and/or system level.
3. Demonstrated ability to provide leadership and influence change related to student support services.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
5. Demonstrated highly developed interpersonal and communication skills, including the ability to successfully undertake consultations, collaborations and negotiations with senior officers, school leaders and other stakeholders.
6. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of complex reports, briefing notes and professional learning documentation.

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 2 August 2019
Reference D19/0336332