



## State Australian Early Development Census (AEDC) Coordinator Early Childhood Education

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| <b>Position number</b> | 00028143   |
| <b>Agreement</b>       | <a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced) |
| <b>Classification</b>  | Level 7  |
| <b>Reports to</b>      | Manager, Early Childhood Education (Level 8)   |
| <b>Direct reports</b>  | Nil  |

### Context

The Early Childhood Education Branch within the Department's Statewide Services Division is responsible for developing and implementing systemic policy and strategic planning in early childhood education for Western Australian public schools.

The Branch has responsibility for implementing state and national early childhood education reforms, including a number of National Partnerships and Agreements, which are delivering significant changes to early childhood education in Western Australia. This includes policy leadership for the early years of schooling and extensive liaison across education sectors and government and non-government agencies.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide strategic and project management support to the Australian Government through the Australian Department of Education, the Western Australian Department of Education, contract agencies and stakeholder groups for the implementation of the AEDC program in Western Australia.
- Develop, implement and monitor an Implementation Framework and annual project plans.
- Manage daily operational matters and issues specific to the national AEDC implementation.
- Provide policy advice and management support to the Department of Education, other Western Australian education sectors and the broader community.
- Manage the AEDC budget and program across Western Australia.
- Represent the Department on the national Coordinator's Committee.

- Coordinate the management of AEDC data collection across all schools to ensure a participation rate of 95% or greater for both schools and students.
- Manage issues and risks to ensure the smooth administration of the AEDC program in schools and the dissemination of results to Western Australian communities.
- Develop briefings, reports and correspondence on the AEDC program for the Department of Education Executive and the Minister of Education and Training.
- Develop and maintain networks with stakeholders and community based partners for meeting desired outcomes for the national AEDC program.
- Provide leadership and support to stakeholders to facilitate their interpretation, understanding and use of the AEDC results to improve outcomes for students.
- Establish effective relationships with representatives from stakeholder agencies.

### **Selection criteria**

1. Demonstrated high-level interpersonal and communication skills to facilitate, negotiate and provide consultancy advice and professional learning on the AEDC program.
2. Demonstrated high-level project management skills with a proven ability to plan and coordinate initiatives and projects in a complex environment.
3. Demonstrated conceptual, analytical skills with a proven ability to identify, provide advice and generate appropriate strategies and solutions.
4. Demonstrated high-level written communication skills including experience in preparing reports, briefings, project plans and general correspondence.
5. Demonstrated extensive skills and experience in undertaking data collection, mapping and analysis.

### **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            17 September 2019  
Reference    D19/0411965