

Project Manager

Student Support Services

Position number	00037941
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Director, Student Support Services (DIRCEN)
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.

The Student Support Services Directorate is responsible for the delivery of integrated, state-wide services for networks, schools and teachers that support the engagement and wellbeing of every student.

The services and support delivered through the Student Support Services Directorate are integrated with the Teaching and Learning Services Directorate, and all other functions of Statewide Services, to support the successful outcomes for all students. This is achieved through a focus on better integration of services with schools, students, families and external service providers; supporting schools and networks of schools to provide timely, responsive and effective support for each student; and thereby creating expanded opportunities for students to develop the academic, personal and social competencies they will need to participate in the future workforce and society.

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

Key responsibilities

- Provide project management support in researching, planning, implementing and evaluating student support services, programs and strategies in response to public schools' needs.
- 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 undertakes monitoring and reviewing of initiatives.
- Undertake research and systemic analysis of student, school and system-level data to identify areas for improvement and to inform the targeting of services and support.
- Establish and maintain effective working relationships and networks within the Department and other agencies 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 6 January 2020
Reference D19/0583650