



Principal Consultant Schools

Position number	00019889
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Deputy Director General, Schools (Special Division Band 2)
Direct reports	Nil

Context

The Schools Group develops overall strategic directions for promoting and developing Government schools. The Group is responsible for:

- providing educational leadership to regions and schools
- promoting excellence in teaching practice and learning outcomes
- developing and implementing operational policies to achieve outcomes
- setting directions for the delivery of services.

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

Key responsibilities

- Provide policy and strategic management advice to the Deputy Director General, Schools in relation to current issues, initiatives and investigations.
- Contribute to the preparation of strategic documents including policies, guidelines and standards, that influence overall strategic direction for the promotion and development of public schools.
- Liaise with Regional Executive Directors and schools to align operational aspects of regions and schools with the agreed strategic directions.
- Manage system-wide educational projects.
- Monitor and provide advice on policies, procedures, budgets and critical operational issues relating to schools and regions.
- Maintain a close working relationship with regions and schools to assist and support the effective management of risk, such as critical incidents and, where identified, systematically investigates problems and issues.
- Prepare correspondence, speeches, reports, submissions and policy briefings for the Deputy Director General, Schools; Director General; and Minister for Education and Training.

- Establish and maintain effective working relationships with senior management, other Government departments, outside organisations and the wider community to ensure policy, systems, processes, advice and support is effective.
- Represent the Deputy Director General, Schools on internal and external committees, advisory groups, forums and working parties as required.

Selection criteria

1. Demonstrated ability to provide leadership and manage a range of complex projects and issues.
2. Demonstrated well developed communication and interpersonal skills, including the ability to undertake high level consultations, collaborations and negotiations.
3. Demonstrated highly developed conceptual, analytical, research and investigation skills, and the ability to make decisions and provide innovative solutions to complex problems and issues.
4. Demonstrated ability to develop options, apply strategic thinking to achieve outcomes and develop and implement effective change management strategies.
5. Demonstrated sound understanding of and sensitivity to the strategic requirements and direction of the Government and knowledge of Western Australia's educational system, operations at a central, regional and school level.

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 20 January 2020
Reference D20/0014779