

Principal Consultant – Alcohol and Drug Awareness

Road Safety and Drug Education

Position number	00040433
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Manager, Road Safety and Drug Education (Level 8)
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 Teaching and Learning Services Directorate is responsible for the delivery of integrated state-wide services for networks, schools and teachers supporting the learning and successful outcomes of all students. The services and support delivered through the Directorate are integrated with the Student Support Services Directorate, and all other functions of Statewide Services. 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 deliver high-quality teaching and learning in every classroom; and creating expanded opportunities for students to develop academic, personal and social competencies they will need to participate in the future workforce and society.

The Road Safety and Drug Education Branch is a specialised centre of expertise delivering the School Drug Education and Road Aware Program (SDERA). SDERA is the State Government's primary strategy for road safety and drug education for young people. The program provides prevention education keeping children and young people safer. Program initiatives and resources target early childhood service providers and educators, school administrators, teachers, school support staff, parents/carers and the broader education community throughout Western Australia.

The SDERA program is designed to contribute to reducing road-related injuries and harms from alcohol and other drug use through education strategies and resources aimed at building the capacity of teachers and schools to implement evidence-based school alcohol and other drug and road safety education programs.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Lead, develop, implement and monitor alcohol and drug awareness programs and resources to ensure that objectives, outcomes and outputs provide a whole-school approach and are delivered in line with agreements, plans, school education programs and services relating to specific State and national strategic education programs and best practice.
- Provide leadership, strategic advice and input into the development, implementation, monitoring and evaluation of alcohol and other drugs (AOD) and resilience projects, programs, workshops, policies, guidelines and standards.
- Provide support, advice and information to schools, regional consultants and other key stakeholders on professional learning, education, prevention, pastoral care and intervention strategies across the provision of a range of alcohol and drug awareness programs in partnership with government agencies and non-government and not-for-profit sectors in Western Australia.
- Proactively influence, negotiate, collaborate and liaise with school leaders, Government agencies and non-government and not-for-profit sectors in Western Australia in relation to developing partnerships, service arrangements, frameworks, structures and managing programs and projects.
- Undertake research, analysis and planning that supports the coordination and monitoring of AOD programs, policies, guidelines and procedures.
- Lead and manage project staff in delivering specific drug education initiatives to achieve key performance indicators.
- Coordinate and monitor projects and contracts for AOD services and related programs, including budget and reporting.
- Prepare website content, newsletters, correspondence, speeches, reports, submissions and policy briefings for the Executive Director, the Director General and the Minister.
- Investigate high-risk management issues and problems and identify appropriate solutions.
- Represent the Department on internal and external committees, advisory groups and working parties as required.

Selection criteria

1. Demonstrated substantial skills and experience in managing, implementing and evaluating system-wide projects or programs in a large and complex organisation.
2. Demonstrated extensive knowledge and understanding of strategies, programs, frameworks and policies associated with alcohol and drug education and/or prevention and ability to apply this knowledge.
3. Demonstrated highly developed leadership skills with the ability to develop strategic directions in accordance with program objectives, visions and goals.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex issues that inform decision-making.
5. Demonstrated highly developed written communication and presentation skills, including extensive experience in preparing briefing notes, reports, policies, guidelines and Ministerial responses.

6. Demonstrated highly developed oral and interpersonal communication skills, including the ability to undertake high-level consultations, collaborations and negotiations and build high-level relationships, alliances and networks.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 18 May 2020
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