



## Project Consultant – Universal Access

### Early Childhood Education

<b>Position number</b>	00028243
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Early Childhood (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

- Develop, implement and review policies, systems, services and processes for early childhood education in Western Australian public schools.
- Coordinate and provide professional advice and support to schools and regions on Universal Access.
- Collaborate and negotiate with key stakeholders across a broad range of settings within the public and Non-government school sectors, Non-Government organisations and partner agencies on early childhood education matters.
- Provide representation on committees, and develop strategies for consultation with stakeholders in public and Non-government schools, and other agencies in relation to early childhood education.
- Monitor, review and evaluate the effectiveness of strategies for continuous improvement to implementing Universal Access to Early Childhood Education in schools, with particular attention to improving early childhood pedagogical practice under the National Quality Standard (NQS).

- Support public schools with implementation of the NQS, including on-site Verification visits as required.
- Work collaboratively to develop and deliver early childhood education professional learning.
- Prepare reports, correspondence, briefings, and responses to general enquiries on early childhood education matters.

### **Selection criteria**

1. Demonstrated highly developed skills, knowledge and experience in the application of policies, procedures and issues associated with early childhood education initiatives.
2. Demonstrated highly developed oral and interpersonal communication skills, with the ability to consult, negotiate effectively and maintain collaborative partnerships with internal and external stakeholders.
3. Demonstrated highly developed written communication skills, including experience in preparing reports, briefings and general correspondence.
4. Demonstrated substantial experience in initiating, developing, coordinating and managing programs, projects or strategies in an educational setting.
5. Demonstrated highly developed research, conceptual and analytical skills including the ability to analyse data and provide innovative solutions to strategic and complex problems and issues.

### **Eligibility and training requirements**

Employees will be required to:

- hold a recognised teaching qualification and be currently registered or eligible for registration to teach in Western Australia
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- hold or obtain a current valid 'C' class Western Australian driver's licence
- 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            8 October 2020  
Reference    D20/0517959