



## Principal Consultant

### Teaching and Learning Services

<b>Position number</b>	00040925
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Vocational Education and Training Project Team (Level 8)
<b>Direct reports</b>	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 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 state-wide delivery of services and support to schools and networks to:

- improve the quality of classroom instruction
- develop the professional capacity of teachers and curriculum leaders
- implement evidence-based approaches to improving teaching and learning in all public schools.

The Vocational Education and Training (VET) Project Team is responsible for providing support and services to public schools to assist them in the implementation of VET delivered to secondary school students.

The VET Project Team is also responsible for the provision of specialised services and support to schools to ensure every student:

- builds informed understandings of the world of work;
- has access to meaningful work placements, training and experiences;
- develops the career management skills to successfully transition from school to further education, training or employment; and
- builds the capabilities that will be required to manage ongoing employment and career transitions throughout their working lives.

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

## **Key responsibilities**

- Implement, coordinate and support programs, initiatives and projects being undertaken within the Department in relation to branch matters.
- Identify project priorities in consultation with key stakeholders and coordinate provision of appropriate and sustainable outcomes for the Department, teachers and students.
- Continually monitor, review and evaluate the effectiveness of programs, initiatives and projects to identify opportunities for continuous improvement, and report progress to senior management, committees and other interest groups.
- Undertake research to identify emerging trends and issues related to the privacy and security of Department data and the implications for education.
- Research and develop documentation, support materials and professional learning which assists with the implementation of branch initiatives, programs and projects.
- Provide input to the development of policy, implementation frameworks, annual project plans and other key documentation.
- Provide professional advice to individuals and groups relating to branch projects, initiatives and programs.
- Prepare high-level briefings, research and discussion papers for presentation to senior management.
- Build and maintain strategic relationships with key stakeholders to facilitate the achievement of the Department's objectives in relation to VET, workplace learning, future work capabilities, career development and student pathways.
- Participate in internal and external committees and other working groups.
- Consult and negotiate with a wide range of stakeholders to develop and support the implementation of branch related strategies and initiatives.

## **Selection criteria**

1. Demonstrated high-level knowledge and understanding of the policies, principles, trends and issues associated with VET, student pathways and career development.
2. Demonstrated high-level project and program management skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timelines.
3. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
4. Demonstrated highly developed written communication skills, including extensive experience in the preparation of communications, reports and briefing notes.
5. Demonstrated ability to provide strategic leadership and work collaboratively in the planning, coordination and delivery of a range of complex projects, programs and initiatives.

## **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 12 November 2020  
Reference D20/0581355