



## Specialist Advisor Career Development

<b>Position number</b>	00040982
<b>Agreement</b>	<a href="#">The School Education Act Employees' (Teachers and Administrators) General Agreement 2017</a> or as replaced
<b>Classification</b>	School Administrator – At Substantive Level 3 or Level 4
<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.

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

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.

### Key responsibilities

- Provide strategic advice and support for the effective development, implementation and coordination of projects, programs and initiatives that build student career management skills and prepare students for opportunities and challenges of the world of work.
- Provide advice and direction to schools on building relationships with business, industry and training providers.

- Undertake research on evidence based practices and professional learning to support schools and prepare reports and briefing notes.
- Collect, analyse and interpret data and contextual information as part of a system-wide approach to identify trends and develop appropriate strategies.
- Collaborate and liaise with the Statewide Services executive team, the relevant Director of Education and school principals on and other matters relevant to the work of the branch.
- Develop and deliver systemic professional development and facilitate quality professional development for staff.
- Assist in the development and provision of resources and support to schools.
- Evaluate the quality and effectiveness of programs and services against desired outcomes.
- Establish and maintain effective working relationships and networks to ensure effective levels of service to schools.

### **Selection criteria**

1. Demonstrated extensive knowledge and understanding of current trends, initiatives and reforms in education, student pathways and career development.
2. Demonstrated highly developed verbal and interpersonal communication skills and the ability to undertake high-level negotiations, consultations and collaborations.
3. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of complex reports and presenting contentious information to a range of stakeholders.
4. Demonstrated extensive skills and experience in providing effective leadership in a diverse range of settings.
5. Demonstrated extensive skills and experience in the development and implementation of professional learning programs, projects or strategies at a school, region or system level.
6. Demonstrated highly developed conceptual, analytical and strategy formulation skills, including the ability to provide innovative, strategic solutions to complex problems.

### **Eligibility and training requirements**

Employees will be required to:

- hold a recognised qualification in teaching 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
- 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            30 November 2020  
Reference    D20/0609029