

## Principal Project Consultant - Culturally and Linguistically Diverse Early Years Link (CaLDEYLink)

Literacy and Numeracy

<b>Position number</b>	00041153
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> , or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager (Level 8)
<b>Direct reports</b>	Project Officer (Level 3)

### 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 Early Childhood Education, Literacy and Numeracy Directorate is responsible for the development and implementation of systemic policy and strategic planning in literacy and numeracy and early childhood education for Western Australian public schools.

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

### Key responsibilities

- Coordinate and facilitate initiatives, including developing, implementing and reviewing 'play and learn' practices, resources and content for the implementation, ongoing delivery and support of the trial; Culturally and Linguistically Diverse Early Years Link initiative (the Initiative) in participating government schools.
- Identify and analyse issues relating to the implementation, ongoing delivery and review of the Initiative and determine appropriate solutions.
- Provide professional advice and support to participating schools, regions, families and other government agencies on matters related to the implementation and ongoing

- delivery of the Initiative.
- Develop communications strategies to inform stakeholders on the Initiative.
- Oversee the collection and analysis of data and provide reports on the performance of the Initiative and related projects and programs.
- Collaborate and negotiate with key stakeholders across a broad range of settings within the public school sector.
- Monitor, review and evaluate the effectiveness of strategies to identify opportunities for continuous improvement in relation to implementing the Initiative in participating schools.
- Assists in identification and prospective cost analysis of human and physical resource requirements for CaLDEYLink.
- Coordinate and prepare reports, correspondence, briefing materials and responses to general enquiries on issues relating to the Initiative.
- Provide support in the delivery of Literacy and Numeracy Branch initiatives.
- Support professional development programs for schools and regions for related English as an Additional Language or Dialect (EALD) and early years Literacy and Numeracy initiatives.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

### **Selection criteria**

1. Demonstrated highly developed skills, knowledge and experience in the application of policies, procedures and initiatives associated with English as an additional language or dialect, and early childhood education.
2. Demonstrated highly developed oral and interpersonal communication skills, with the ability to consult, liaise, negotiate effectively and maintain collaborative partnerships with internal and external stakeholders.
3. Demonstrated highly developed written communication and presentation skills, including experience in preparing reports, briefings and general correspondence and in conducting professional learning.
4. Demonstrated substantial skills and 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 solutions to strategic and/or operational problems and issues.

### **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 29 January 2021  
Reference D21/0050171