

Principal Consultant

Schooling Planning

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Manager, Schooling Planning (Level 8)
Direct reports	Nil

Context

The Director, Public Schools Planning is responsible for:

- planning the future delivery of public schooling throughout the State, including design, location and delivery
- overseeing the operations of Residential Colleges.

The Schooling Planning Branch has responsibility for ensuring that the configuration of the delivery of schooling across the State best meets the educational needs of students.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Assist in the planning and implementation of state-wide initiatives and strategies that impact on schooling planning, including the Enrolment policy and procedure, overseas fee-paying students, provision for students with disability and Trade Training Centres.
- Develop system-level proposals to revitalise and configure the delivery of schooling across areas to best meet educational needs of students.
- Consult with Department staff and other public and private sector organisations on matters pertaining to planning for schooling delivery.
- Research trends in education delivery and monitor population trends and demographics to inform future schooling delivery provision.
- Investigate policies, procedures and strategies that impact on schooling delivery and recommend appropriate modifications to policies, procedures and strategies.
- Establish and maintain effective working relationships with internal and external stakeholders.

Selection criteria

1. Demonstrated extensive knowledge and understanding of educational trends and issues impacting on the delivery of schooling across the State and the requirements and strategic directions of the Department.
2. Demonstrated highly developed written, verbal and interpersonal communication skills, including the ability to effectively consult at a senior level, across a broad range of settings within the public and private sectors.
3. Demonstrated highly developed conceptual, analytical, research and investigation skills and the ability to make recommendations and provide innovative solutions to complex problems and issues.
4. Demonstrated highly developed skills in applying strategic thinking and providing strategic options to achieve outcomes; and establishing and implementing effective change management strategies.
5. Demonstrated highly developed skills in managing and leading delivery of a range of complex projects/programs.

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 28 January 2020
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