



Senior Consultant

Road Safety and Drug Education

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| Position number | 00041102 |
| Agreement | Public Sector CSA Agreement 2019 (or as replaced) |
| Classification | Level 6 |
| Reports to | Principal Consultant, Alcohol and Drug Awareness (Education Officer Level 3) |
| Direct reports | 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 a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, resource allocation, 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 Road Safety and Drug Education branch is a specialised centre of expertise that provides prevention education to keep children and young people safer. This is achieved by developing initiatives and resources that target early childhood, primary, secondary and non-mainstream education, as well as, parents/carers and the broader education community throughout Western Australia.

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

Key responsibilities

- Assist with the development, implementation, monitoring and evaluation of education programs, projects, policies, procedures and guidelines.
- Develop strong partnerships with schools and key stakeholders to enhance the delivery of education programs.
- Assist with the provision of specialist advice, program support and professional learning.
- Undertake research to identify current issues and trends and prepare reports and briefings.
- Provide support and information to parents and the wider community.
- Assist in the preparation of reports, briefings, correspondence and responses to queries related to state and national strategic programs.
- Establish and maintain effective working relationships with internal and external stakeholders, and work with other branches and state government agencies on shared priorities to deliver integrated services.
- Promote successful practice models of inter-agency, school and community collaboration.
- Represent the Department at internal and external meetings and events.

Selection criteria

1. Demonstrated substantial knowledge and understanding of strategies, programs and policies associated with road safety and/or AOD education and ability to apply this knowledge.
2. Demonstrated skills and experience in developing customer focussed programs and strategies and implementing support programs.
3. Demonstrated highly developed oral communication and interpersonal skills, including the ability to collaborate effectively with a wide range of stakeholders.
4. Demonstrated highly developed written communication skills, including experience in the preparation of policies, procedures and guidelines.
5. Demonstrated highly developed conceptual and analytical skills, including the ability to identify and clarify issues and problems and generate strategies to address them.

Eligibility and training requirements

Employees will be required to:

- 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 13 January 2021
Reference D21/0018007