



Program Consultant – Australian Early Development Census (AEDC) Early Childhood Education

Position number	00040992
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	State AEDC Coordinator (Level 7)
Direct reports	Nil

Context

The Early Childhood Education Branch, within the Department's Statewide Services Division, is responsible for developing and implementing systemic policy and strategic planning in early childhood education for Western Australian public schools.

The Branch has responsibility for implementing state and national early childhood education reforms, including a number of National Partnerships and Agreements, which are delivering significant changes to early childhood education in Western Australia. This includes policy leadership for the early years of schooling and extensive liaison across education sectors and government and non-government agencies.

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

Key responsibilities

- Plan, implement and evaluate designated elements of policies, procedures, programs, initiatives and strategies relating the AEDC.
- Provide advice and support to schools, government and non-government organisations and the wider community on the AEDC and early childhood development and learning.
- Provide advice and support to schools in relation to AEDC data collection and financial matters.
- Liaise with external and internal stakeholders to inform policy development, service delivery and program management.
- Assist in the development and delivery of AEDC professional learning.
- Contribute to developing and implementing strategies and procedures that support high-quality, evidence-based early childhood teaching, learning and development in public schools.

- Interpret AEDC data to assist AEDC program management, service delivery, and promotion of AEDC results.
- Prepare ministerial correspondence, reports, submissions and policy briefings on AEDC and broader early childhood education matters.

Selection criteria

1. Demonstrated well developed knowledge and understanding of current policies and initiatives associated with early childhood education, including contemporary curriculum, pedagogy and assessment.
2. Demonstrated highly developed written communication skills, including experience in the preparation of reports, briefings and general correspondence.
3. Demonstrated highly developed verbal and interpersonal skills, including the ability to liaise with senior officers and develop relationships with internal and external stakeholders to achieve required objectives.
4. Demonstrated conceptual, analytical and problem solving skills, including the ability to provide solutions.
5. Demonstrated knowledge, skills and practice in the development and presentation of professional learning for early childhood education matters.

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 or extensive equivalent experience
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- hold or obtain a current valid 'C' class Western Australian driver's licence
- 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 2 December 2020
Reference D20/0615596