



Coordinator, Early Years Strategy Pilbara Education Region

Position number	00041160
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Principal (School Administrator Level 5)
Direct reports	Nil

Context

The Pilbara Education Region is one of eight regions in the Western Australian Department of Education and comprises 29 public schools. The Pilbara is a vast area in the North West covering more than 500,000 square kilometres. The Pilbara Education Regional Office, is located in the City of Karratha.

The office is staffed with a Director of Education, Coordinator Regional Operations, Coordinator Regional Services and other officers who provide support to schools to deliver quality educational opportunities and outcomes for students in the diverse school and community settings across the Pilbara.

The Pilbara Education Regional Office works collaboratively with officers in Central Office and Statewide Services to support schools with policy advice; development and allocation of resources; management of projects and contracts for service; developing quality assurance processes for programs aimed at improving educational outcomes for students and achieving objectives outlined in the Department's Strategic Directions for public schools 2020-2024: *Every student, every classroom, every day.*

The BHP Pilbara Education Partnership (the Partnership) the largest corporate and Government partnership undertaken in regional Western Australia. The partnership between the Department of Education and BHP has been in place since 2005. The purpose of the Partnership is to enhance education services and improve education outcomes through a collective impact approach in Newman, Port Hedland, Onslow and surrounding areas within the Shire of East Pilbara and Town of Port Hedland.

The Early Years aspect of the Partnership focuses on a strengthened community-based approach to ensuring all students start school well-prepared. This strategy targets children's readiness for school by provision of a well-coordinated approach to services and early intervention to address areas of concern.

The key objectives of the Early Years Strategy are:

1. **Communication and Engagement.** Develop consistency of communication and raising awareness of collaborative partnerships, developmental milestones and access to coordinated delivery across locations.
2. **Assessment and Intervention.** Ensure all children are screened and provided the relevant intervention and supports in a timely manner.
3. **Interagency Data Management.** Increase the collation and analysis of data from interagency screening, interventions and supports to provide a smooth transition for children from 0 to 3 years (before school age) to 4 to 8 years (school entry and early childhood school years)
4. **Sustainable Practice.** Support schools, agencies and service providers to develop consistent practice and a common language when dealing with barriers to learning, supporting students and families.
5. **Capacity Building.** Provide support for families to connect to agencies, liaise with organisations to support child development, and provide opportunities for further training and employment in the child development space.

The role will be based in Port Hedland and will cover Port Hedland, Newman and remote schools.

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

Key responsibilities

- Develop, coordinate and implement the Early Years Strategy in line with Departmental policy and Partnership objectives.
- Lead strategic planning initiatives regarding the Early Years Strategy.
- Develop, implement and monitor school-based health, welfare and education policies, procedures and practices.
- Lead, manage and coordinate a team of education and health professionals to deliver the Early Years Strategy.
- Monitor, evaluate and report on the effectiveness of the Early Years Strategy to key stakeholders.
- Provide appropriate advice and support to the Partnership stakeholders.
- Conduct research on emerging trends, issues and funding opportunities to improve the delivery of the Early Years Strategy.
- Undertake data collection and analysis of child service and intervention to ensure there are reduced gaps in service delivery and support.
- Develop and maintain systems and processes to maintain records and facilitate the effectiveness of the Early Years Strategy.
- Manage the Early Years Strategy budget and resources.
- Coordinate visits for representatives from sector bodies and government and non-government organisations to promote and share models of best practice.
- Develop and maintain strategic partnerships and networks with health service providers, government agencies and community-based organisations.
- Prepare research papers, briefings, reports and responses to Ministerial correspondence, parliamentary questions and general enquiries.
- Share evidence-based-practice regarding the Early Years Strategy across the local and national Education sector.

Selection criteria

1. Demonstrated substantial knowledge and understanding of Early Years Development, Collective Impact Model and Allied Health Services and Programs.
2. Demonstrated highly developed oral and interpersonal communication skills with the ability to undertake high-level negotiations, consultations and build high-level relationships and cross-sectoral networks.
3. Demonstrated highly developed written communication skills, including experience in the preparation of reports, briefings, policies and procedures.
4. Demonstrated well developed project management skills, including the ability to coordinate and deliver strategic outcomes.
5. Demonstrated highly developed research, conceptual and analytical skills, including the ability to identify issues and trends and provides innovative solutions to strategic and complex problems.

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
- hold or obtain a valid 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 1 February 2021
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