

Principal Project Consultant - KindiLink

Early Childhood Education

Position number	00035980
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 7
Reports to	Manager (00012442)
Direct reports	Program Consultant (Level 6)

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.

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Key responsibilities

- coordinates and facilitates early childhood initiatives, including developing, implementing and reviewing 'play and learn' practices, resources and content for the delivery and support of the KindiLink initiative in government schools
- identifies and analyses issues relating to the implementation, ongoing delivery and review of the KindiLink initiative and determines appropriate solutions
- provides professional advice and support to schools, regions, families and other government agencies on matters related to the implementation of the KindiLink initiative
- develops communications strategies to inform stakeholders on the KindiLink initiative
- oversees the collection and analysis of data and provides reports on the performance of the KindiLink initiative and related projects and programs
- collaborates and negotiates with key stakeholders across a broad range of settings within the public school sector, non-government organisations and partner agencies on early childhood issues

- provides representation on committees and develops strategies for consultation with stakeholders in schools, regions, the community, public schools and other government agencies in relation to early childhood education initiatives
- monitors, reviews and evaluates the effectiveness of strategies to identify opportunities for continuous improvement in relation to implementing the KindiLink initiative in participating schools
- recommends and costs human and physical resource requirements
- coordinates and prepares reports, correspondence, briefing materials and responses to general enquiries on issues relating to the early childhood education and initiatives
- provides support in the delivery of Early Childhood Branch initiatives
- prepares and coordinates professional development programs for schools and regions for early childhood initiatives
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages 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 issues associated with early childhood education initiatives.
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 6 May 2019
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