



Principal Consultant Statewide Services

Position number	00040247
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Executive Director, Statewide Services (EXDRED)
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 state-wide support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

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

Key responsibilities

- Provide high-level professional and strategic support to the Executive Director for the effective development, implementation and coordination of Statewide Services projects, programs and initiatives.
- Facilitate team processes to maintain working relationships within a variety of settings, building and maintaining networks with senior management and staff across other divisions, regions, networks, schools and the wider community.
- Provide strategic specialised advice and support on a broad range of issues and initiatives supporting the Department of Education's Building on Strength.
- Undertake research, review and analyse of organisational policies, procedures and guidelines.
- Coordinate, monitor and report on the effectiveness of cross-divisional projects initiated by the Executive Director.
- Research, prepare and evaluate briefing papers, speeches, correspondence, support documents, project budgets and confidential reports on behalf of the Executive Director.
- Represent the Division on internal and external committees and working parties in a range of contexts related to Statewide Services.

Selection criteria

1. Demonstrated substantial knowledge and understanding of the strategic direction of Western Australia's public education system and operations at a central, regional and school level.
2. Demonstrated high-level project management skills with a proven ability to plan and coordinate initiatives in a complex environment.
3. Demonstrated highly developed conceptual, analytical and problem solving skills and experience in applying strategic thinking to achieve outcomes and implementing effective change management strategies to achieve educational outcomes.
4. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
5. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials, briefing notes and policy.
6. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.

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 25 February 2020
Reference D20/0094295