



Senior Consultant Vocational Education and Training (VET) Service Delivery

Position number	00031608
Agreement	Public Sector CSA General Agreement 2021 (or as replaced)
Classification	Level 6
Reports to	Principal Consultant Vocational, Education and Training (Level 7)
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Service Delivery is the key interface with schools. Its purpose is to plan, coordinate and deliver targeted services that support schools and regions to improve student achievement.

This Secondary Schools, District High Schools and Post-School Pathways Directorate provides coordinated expertise to regions and secondary schools identified as requiring support.

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

Key responsibilities

- Contribute to the development, implementation and evaluation of policies and procedures that support VET programs in schools.
- Provide advice and information to regions and schools on matters related to the implementation of VET programs in schools.

- Research, develop and evaluate strategies that support VET programs in schools.
- Collect and analyse data and information related to VET programs in schools and provide reports and briefings to management as required.
- Establish and maintain working relationships and networks with professional bodies and associations on matters pertaining to VET in schools.
- Represent perspectives on VET in schools for the Department of Education within and across sectors throughout the State.
- Provide executive support for senior personnel in the Branch.
- Undertake projects as directed by the Manager.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated substantial knowledge and understanding of policies, issues and trends that relate to the State and national VET agenda, as it relates to schools and education.
2. Demonstrated highly developed written, oral and interpersonal communication skills, including the ability to deal with high-level consultations and negotiations and experience in the preparation of reports and briefings.
3. Demonstrated skills and experience in planning and undertaking education projects whilst managing competing demands.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
5. Demonstrated high-level data management skills, including data analysis and reporting, and the ability to present data in a meaningful way.

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 26 October 2021
Reference D21/0603782