



Principal Consultant (Road Safety) Road Safety and Drug Education

Position number	00038995 and 00042038
Agreement	School Education Act Employees' (Teachers & Administrators) General Agreement 2019 or as replaced
Classification	Education Officer Level 3
Reports to	Manager, Road Safety and Drug Education (Level 8)
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.

Professional Capability drives the ongoing development of our school facing workforce. Its purpose is to build professional capability to improve student achievement by enabling teaching and leadership excellence.

The Student Engagement and Wellbeing Directorate implements system strategies and priorities to improve the engagement and wellbeing of students and delivers professional learning initiatives and resources for schools to strengthen the capability of the profession.

The Road Safety and Drug Education branch delivers specialised prevention education to keep children and young people safe. The programs are designed to contribute to the reduction of road related injury and harm from alcohol and other drug use. Its education strategies and resources are designed to build the capacity of teachers and schools to implement evidence-based school alcohol and other drug and road safety education programs.

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

Key responsibilities

- Lead, develop, implement and monitor road safety programs and resources to ensure that objectives, outcomes and outputs provide a whole school approach and are delivered in line with agreements, plans, school education programs and services relating to specific State and national strategic education programs and best practice.
- Provide leadership, strategic advice and support in the development, implementation, monitoring and evaluation of road safety projects, programs, workshops, policies, guidelines and standards.
- Provides support, advice and information to schools, regional consultants and other key stakeholders on professional learning and education strategies across the provision of a range of road safety programs in partnerships with government agencies, non-government agencies and the not-for-profit sector in Western Australia.
- Proactively influences, negotiates, collaborates and liaises with school leaders, government agencies, non-government agencies and the not-for-profit sector in Western Australia in relation to developing partnerships, service arrangements, frameworks, structures and managing programs and projects.
- Undertake research, analysis and planning to support the coordinator and monitoring of road safety programs, policies, guidelines and procedures.
- Coordinate and monitor projects and contracts for road safety initiatives and related programs, including budget and reporting.
- Prepare website content, newsletters, reports, briefing papers, responses to correspondence and other documentation for the Executive Director, Director General and the Minister.
- Investigate high-risk management issues and problems and identifies appropriate solutions.
- Represent Department on internal and external committees, advisory groups and working groups.
- 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 highly developed skills and experience in managing and implementing system-wide projects or programs in a large and complex organisation.
2. Demonstrated highly developed leadership skills with the ability to develop strategic directions in accordance with program objectives, visions and goals.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues that inform decision-making.
4. Demonstrated highly developed written communication and presentation skills, including extensive experience in preparing policies, reports, briefings, general communication and responses to Ministerial requests.
5. Demonstrated highly developed oral and interpersonal skills, including the ability to undertake high-level consultations, collaborations and negotiations and build high-level relationships, alliances and networks.

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 19 October 2020
Reference D21/0584664