

Senior Consultant

Professional Capability

Position number	00031648 and 00037309
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 6
Reports to	Manager, Student Engagement and Wellbeing (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 workforce. Its purpose is to build professional capability to improve student achievement by enabling teaching and leadership excellence.

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

Key responsibilities

- Assist in planning, implementation, monitoring and evaluation of projects, programs and initiatives to meet current and emerging needs.
- Influence and support implementation of strategies aimed at supporting whole-school approaches to improve the quality of teaching and learning.
- Contribute to the development of system wide, initiatives, resources and professional learning to strengthen the capability of the profession.
- Support the alignment and effective provision of policy, resources and services to improve student outcomes.
- Undertake research, collect, analyse and interpret data and other contextual information related to initiatives and policies.

- Provide subject matter expertise and assist in the preparation of reports, briefings and other documentation pertaining to Statewide Services.
- Consult and negotiate with internal and external providers to develop, implement and report on student support initiatives and services.
- Works within teams and across business units to ensure integrated services and support to schools and the Department.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated substantial knowledge and understanding of current initiatives and issues that support schools and regions to improve student achievement.
2. Demonstrated highly developed verbal communication and interpersonal skills with the ability to build partnerships and integrate services both within and beyond the Department.
3. Demonstrated highly developed written communication, including experience in the preparation of reports, briefing and other documentation.
4. Demonstrated highly developed research, analytical and conceptual skills, including the ability to deal effectively with change and generate innovative solutions.
5. Demonstrated highly developed planning and organisation skills, including the ability to identify priorities and meet deadlines.

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 27 October 2021
Reference D21/0621849