



Principal Consultant – Kaartdijin Project Schools

Position number	00043560
Agreement	Public Sector CSA Agreement 2022 (or as replaced)
Classification	Level 7
Reports to	Deputy Director General, Schools (Special Division Band 2)
Direct reports	Nil

Context

The Schools Group develops overall strategic directions for promoting and developing Government schools. The Group is responsible for:

- providing educational leadership to regions and schools
- leading responses to operational initiatives including exclusions, student safety, home schooling and Agricultural Education.
- implementation of a new school information system across all Public Schools
- promoting excellence in teaching practice and learning outcomes
- developing and implementing operational policies to achieve outcomes
- setting directions for the delivery of services to schools.

Program Kaartdijin (the Program) has been established to procure and configure a functionally fit, technologically robust solution to replace the current School Information System (SIS) used in more than 800 public schools across Western Australia. The Program vision is to provide a contemporary school and student administration, timetabling and finance solution connecting people, processes and systems for school communities now and into the future.

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

Key responsibilities

Specialist Services

- Implement, coordinate and support the system-wide educational projects, initiatives, and strategies related to the Program.
- Monitor, review and evaluate the effectiveness and timeliness of projects, initiatives and strategies related to the Program to identify opportunities for continuous improvement, and report progress to senior management, relevant committees and other relevant interest groups.
- Identify and analyse complex program problems and develop effective recommendations to support the objectives of the Program.

- Prepare high-level briefing notes, reports and research and option papers for presentation to the Program Board, Senior Responsible Officer, Director General and the Minister's Office.
- Review, analyse and summarise program documentation in preparation for endorsement by the Senior Responsible Officer.
- Contribute to change management projects relevant to the Program.
- Prepare speaking points and communications related to the Program on behalf of the Deputy Director General, Schools.
- Provide input to the development of implementation frameworks and approaches, annual project plans and other key documentation.
- Undertake research to identify emerging trends and issues related to the Program.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.

Customer and Stakeholder Management and Liaison

- Build and maintain strategic relationships with key stakeholders to facilitate achievement of the Program's objectives and represent the Deputy Director General, Schools on committees and other working groups related to the Program.
- Consult and negotiate with a wide range of stakeholders to develop and support the implementation of Program related projects, strategies and initiatives.
- Provide policy and strategic advice to the Deputy Director General, Schools and key stakeholders in relation to the Program.

Selection criteria

1. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials and briefing notes.
2. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
3. Demonstrated sound understanding of and sensitivity to the strategic requirements and direction of the Government and knowledge of Western Australia's educational system, operations at a central, regional and school level.
4. Demonstrated highly developed conceptual, analytical and problem-solving skills and experience in developing options, applying strategic thinking to achieve outcomes and implement effective change management strategies.
5. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.
6. Demonstrated high-level project and program management skills, including ability to implement processes to facilitate monitoring, reporting and successful delivery.

Eligibility and training requirements

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 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 21 April 2023
Reference D23/1086621