



Senior Policy Consultant, Primary, Early Childhood and Education Support Service Delivery

Position number	00025969
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 6
Reports to	Manager, Primary, Early Childhood and Education Support (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.

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.

The Primary, Early Childhood and Education Support Directorate provides coordinated primary, early childhood and education support expertise to regions and to schools identified as requiring support.

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

Key responsibilities

- Plan, implement and evaluate designated elements of policies, procedures, programs, initiatives and strategies relating to primary, early childhood and education support.
- Provide advice and support to schools, regions, system, branches within Statewide Services and the wider community on matters pertaining to primary, early childhood and

education support, including contemporary curriculum, pedagogical and assessment approaches.

- Support public schools with their implementation of the National Quality Standard (NQS) and the associated reporting requirements, including on-site verification visits as required.
- Liaise with external and internal stakeholders on the development, delivery and implementation of policies and initiatives.
- Develop effective partnerships and participate on committees and working parties relating to Branch matters.
- Contribute to the development of strategies and procedures that support high quality, evidence-based primary, early childhood and education support in public schools.
- Assist in the development and delivery of primary, early childhood and education support professional learning.
- Prepare ministerial correspondence, reports, submissions and policy briefings on primary, early childhood and education support matters.
- 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 well developed knowledge and understanding of current policies and initiatives associated with primary, early childhood and education support, including contemporary curriculum, pedagogical and assessment.
2. Demonstrated highly developed written communication skills, including experience in the preparation of reports, briefings and correspondence.
3. Demonstrated highly developed verbal and interpersonal communication skills, including the ability to liaise with senior officers and develop relationships with internal and external stakeholders to achieve required objectives.
4. Demonstrated highly developed conceptual, analytical and problem-solving skills, including the ability to provide solutions to strategic and complex problems.
5. Demonstrated knowledge, skills and practice in the development and presentation of professional learning for primary, early childhood and education support matters.

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
- hold or obtain a current valid 'C' class Western Australian driver's licence
- 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 18 March 2022
Reference D22/0204620