

Principal Project Consultant – Special Projects Service Delivery

Position number	00039169
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 7
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

- Manage the establishment and implementation of strategic early years initiatives arising from the integrated service delivery reform agenda, inclusive of Child and Parent Centre.
- Work within the Primary, Early Childhood and Education Support directorate to manage initiatives, meet performance indicators and achieve outcomes within agreed timeframes and budgets.
- Provide input to the development of policy, implementation frameworks, annual project plans and other key documentation.

- Manage daily operational matters, issues and risks when implementing service delivery reforms.
- Establish, coordinate and maintain strategic partnerships and networks with government and non-government organisations and collaborates and negotiates with key stakeholders.
- Provide high-level planning and development advice and professional leadership to stakeholders.
- Establish effective relationships with representatives from stakeholder organisations.
- Prepare ministerial correspondence, reports, submissions and policy briefings.
- 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 high-level project management skills with a proven ability to plan and coordinate initiatives and projects in a complex environment.
2. Demonstrated high level conceptual and analytical skills with a proven ability to identify, research, advise on, and resolve complex project and policy issues, including risk management strategies.
3. Demonstrated capacity to build and maintain relationships and partnerships with key stakeholders and develop strategic alliances.
4. Demonstrated high-level interpersonal and communication skills to negotiate and provide consultancy advice on State and Commonwealth early childhood reform initiatives.
5. Demonstrated high-level written communication skills including the ability to develop implementation plans, and prepare reports, briefings and correspondence.

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
- 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 D22/0204307