



## Principal Consultant Strategy and Policy

<b>Position number</b>	00024070
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Executive Director, Strategy and Policy (EXDRED)
<b>Direct reports</b>	Nil

### Context

The Strategy and Policy Division:

- Develops, implements and evaluates system wide policies to support Department and student educational outcomes and strengthen local decision making and collective purpose.
- Researches, develops and implements systemic reform initiatives and online tools to support and enable improved student educational outcomes and strengthen support for teaching and learning excellence in every classroom.
- Relies on and promotes evidence based analysis and understanding of student, school and system performance to drive decision making at all levels of the system.
- Monitors developments in educational reform internationally and nationally and in response leads macro policy reforms to support contemporary best practices in education.
- Leads the Department's programs of school autonomy, evaluation, performance and accountability, including student assessment.
- Oversees the regulation functions of the non-government schools' framework.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out about the Department of Education.

### Key responsibilities

- Provide high-level professional and strategic support to the Executive Director for the effective development, implementation, coordination and management of projects, programs and initiatives.
- Provide high-level strategic specialised advice on a broad range of issues and initiatives, supporting the Department of Education's [Strategic Directions](#).
- Undertake research, reviews and analyses organisational policies, procedures and guidelines.
- Coordinate, monitor and report on the effectiveness of cross-divisional projects initiated by the Executive Director.

- Maintain a close link with the Directors and Managers in the Division to ensure any risk management issues are effectively managed.
- Identify issues and problems and investigate these in a systematic manner to ensure consistency of responses.
- Facilitate team processes to maintain working relationships within a variety of settings, building and maintaining networks with senior management and staff across other divisions, regions, networks, schools and the wider community.
- Research, prepare and evaluate briefing papers, speeches, correspondence, support documents, project budgets and confidential reports on behalf of the Executive Director.

### **Selection criteria**

1. Demonstrated substantial understanding of, and sensitivity to, the strategic requirements and direction of the Government and knowledge of the Western Australian educational system.
2. Demonstrated high-level project management skills with a proven ability to plan and coordinate initiatives in a complex environment.
3. Demonstrated high-level verbal communication and interpersonal skills, including the ability to effectively consult and negotiate with others, particularly at a senior level.
4. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials, briefing notes and policy.
5. Demonstrated high-level conceptual and analytical skills and experience in applying strategic thinking to achieve outcomes and implement change management strategies to achieve educational outcomes.
6. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.

### **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 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            23 April 2021  
Reference    D21/0195517