



## Consultant Student Achievement

<b>Position number</b>	00044101
<b>Agreement</b>	Public Sector CSA Agreement 2022
<b>Classification</b>	Level 5
<b>Reports to</b>	Manager, Student Achievement (Level 8)
<b>Direct reports</b>	Nil

### Context

The Student Achievement Group comprises the Statewide Services and the Workforce Divisions. Together, these divisions provide a clear focus on promoting and developing excellence in teaching and leadership to support optimal outcomes for every student.

The Group achieves this by:

- promoting, supporting and developing excellence in teaching practice and learning outcomes.
- providing timely and comprehensive curriculum and student support services, including the school psychology service.
- developing and implementing educational and workforce policies, practices and supporting systems to improved educational outcomes.
- providing strategic and operational services to support the workforce and enhance employee engagement and development.
- developing workforce strategies to support the delivery of the Department's strategic and operational objectives.

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

### Key responsibilities

- Provide effective professional and strategic management support to the Deputy Director General, Manager and Principal Consultant.
- Undertake research, assessment and monitoring of initiatives which have operational significance and policy implications for the Office.
- Assist with the development, implementation and management of initiatives, programs, projects and strategies.
- Support the monitoring, evaluating and refining strategies to deliver key projects and initiatives.
- Provide policy and operational management advice to the Deputy Director General, Manager and Principal Consultant.

- Undertake research and prepare and quality assure briefing papers, correspondence, support documents, project budgets, reports, discussion papers and Ministerials.
- Provide support and advice to staff on requirements, ministerial protocols, procedures, standards, and content to facilitate the provision of quality advice within deadlines.
- Collaborate and liaise with internal and external stakeholders on matters relating to identified projects and initiatives and Office activities.
- Develop, maintain and manipulate databases, spreadsheets and systems that support activities of the Office.
- Identify problems with existing administrative systems, suggest improvements and contribute to the development of improved administrative procedures and processes within the Office.
- Support planning, decision making and reporting by monitoring and analysing emerging trends and issues pertaining to the Department and Office activities.
- Quality input into developing, implementing, reviewing and updating Group operational plans, processes and procedures to achieve business outcomes is provided.
- Effective and collaborative working relationships and networks are established and maintained with internal and external stakeholders.
- Maintain confidentiality of all matters and issues within the Office.

### **Selection criteria**

1. Demonstrated operational planning skills including the ability to coordinate, monitor, report and contribute to strategic outcomes.
2. Demonstrated well developed written communication skills with considerable experience in the preparation of reports, briefings and correspondence.
3. Demonstrated well developed verbal communication and interpersonal skills, including the ability to effectively consult and collaborate within a team environment and with stakeholders at a senior level.
4. Demonstrated understanding of the strategic requirements and direction of the Government and knowledge of Western Australia's educational system, operations at a central, regional and school level.

### **Eligibility and training requirements**

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to the commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Department policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter.
- 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            2 November 2023  
Reference    D23/1759980