



Principal Consultant - Projects Schools

Position number	00041347
Agreement	Public Sector CSA Agreement 2019 (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
- 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.

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Key responsibilities

- Implement, coordinate and support system-wide educational projects, initiatives, strategies and reform programs being undertaken within the Department.
- Continually monitor, review and evaluate the effectiveness of educational projects, initiatives, strategies and reform programs to identify opportunities for continuous improvement, and report progress to senior management, relevant committees and other relevant interest groups.
- Provide input to the development of policy, implementation frameworks, annual project plans and other key documentation, including the Reconciliation Action Plan.
- Build and maintain strategic relationships with key stakeholders to facilitate achievement of the Department's reform objectives and participate in appropriate committees and other working groups.
- Maintain a close working relationship with regions and schools to assist and support the effective management of risk, such as critical incidents and, where identified, systematically investigate problems and issues.
- Consult and negotiate with a wide range of stakeholders to develop and support the implementation of related programs, projects, strategies and initiatives.

- Provide policy and strategic advice to the Deputy Director General, Schools and key stakeholders in relation to projects, initiatives, strategies and reform programs.
- Undertake research to identify emerging trends and issues related to reform planning and development for education.
- Prepare high-level briefing notes, reports and research and discussion papers for presentation to senior management and the Minister's Office.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.

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 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 30 April 2021
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