



## Principal Consultant Vocational Education and Training (VET) Service Delivery

<b>Position number</b>	00040926
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, Secondary Schools, District High Schools and Post-School Pathways (Level 8)
<b>Direct reports</b>	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.

This Secondary Schools, District High Schools and Post-School Pathways Directorate provides coordinated expertise to regions and secondary schools identified as requiring support. It provides responsive support for Vocational Education and Training (VET), workplace learning and career development. It also provides strategic advice and subject matter expertise to schools, regions and the system in relation to secondary and district high school VET provision with a focus on providing meaningful post school pathways for students.

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

## Key responsibilities

- Implement, coordinate and support programs, initiatives and projects being undertaken within the Department in relation to branch matters including those with a specific focus on senior secondary VET implementation.
- Identify project priorities in consultation with key stakeholders and coordinate provision of appropriate and sustainable outcomes for the Department, teachers and students.
- Continually monitor, review and evaluate the effectiveness of programs, initiatives and projects to identify opportunities for continuous improvement, and report progress to senior management, committees and other interest groups.
- Research and develop documentation, support materials and professional learning which assists with the implementation of initiatives, programs and projects primarily with a VET and career development focus.
- Provide input to the development of policy, implementation frameworks, annual project plans and other key documentation.
- Provide professional advice to individuals and groups relating to branch primarily VET related projects, initiatives and programs.
- Prepare high-level briefings, research and discussion papers for presentation to senior management.
- Build and maintain strategic relationships with key stakeholders to facilitate the achievement of the Department's objectives in relation to VET, workplace learning, future work capabilities, career development and student pathways.
- Participate in internal and external committees and other working groups.
- Consult and negotiate with a wide range of stakeholders to develop and support the implementation of branch related strategies and initiatives.
- 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 knowledge and understanding of the policies, principles, trends and issues associated with VET, student pathways and career development.
2. Demonstrated high-level project and program management skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timelines.
3. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
4. Demonstrated highly developed written communication skills, including extensive experience in the preparation of communications, reports and briefing notes.
5. Demonstrated ability to provide strategic leadership and work collaboratively in the planning, coordination and delivery of a range of complex projects, programs and initiatives.

## 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
- 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 D22/0207873