



Senior Consultant Operational Initiatives

Position number	00019269
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 6
Reports to	Manager, Operational Initiatives (Level 8)
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 support improved educational outcomes for all students
- setting directions for the delivery of services to schools.

The Operational Initiatives branch is responsible for the management and implementation of strategic education programs that support schools and student outcomes. Typically, these programs involve partnership and liaison with the non-government school sectors, corporate and not-for-profit organisations in Western Australia. Delivery of support and services to public schools assisting them to implement these programs is a key responsibility of the Branch.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Assist in the development, implementation, monitoring and evaluation of education programs, projects, policies, procedures and guidelines.
- Provide advice and support to schools, central and regional services staff on policies, processes and systems associated with school, teacher and student support services.
- Provide support and information to parents and the wider community in relation to specific education programs, projects and policies.
- Collect, analyse and interpret data and other contextual information to assist in system-wide strategic planning and development of protocols and procedures.
- Prepare reports, briefings, correspondence and responses to queries related to specific state and national strategic education programs.

- Establish and maintain effective working relationships with internal and external stakeholders, working with other areas on shared priorities to deliver integrated services and support to schools, teachers and/or students.
- Promote successful practice models of inter-agency, school and community collaboration.

Selection criteria

1. Demonstrated knowledge and understanding of the current legislation, policies, processes and issues impacting the Government's Public Sector reform agenda.
2. Demonstrated highly developed project management skills, including project planning, coordination, implementation and evaluation.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to deal effectively with change and generate innovative solutions.
4. Demonstrated highly developed verbal and interpersonal communication skills with the ability to build partnerships and integrate services both within and beyond the Department.
5. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of reports, correspondence and briefings.

Eligibility and training requirement

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 February 2022
Reference D22/0083994