



Coordinator

Road Safety and Drug Education

Position number	Generic
Agreement	School Education Act Employees' (Teachers and Administrators) General Agreement 2019 or as replaced
Classification	Education Officer Level 2
Reports to	Principal Consultant, Regional (Education Officer Level 3)
Direct reports	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.

Professional Capability drives the ongoing development of our school facing workforce. Its purpose is to build professional capability to improve student achievement by enabling teaching and leadership excellence.

The Student Engagement and Wellbeing Directorate implements system strategies and priorities to improve the engagement and wellbeing of students and delivers professional learning initiatives and resources for schools to strengthen the capability of the profession.

The Road Safety and Drug Education branch delivers specialised prevention education to keep children and young people safe. The programs are designed to contribute to the reduction of road related injury and harm from alcohol and other drug use. Its education strategies and resources are designed to build the capacity of teachers and schools to implement evidence-based school alcohol and other drug and road safety education programs.

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

Key responsibilities

- Assist with planning, implementation and evaluation of drug and road safety education programs to ensure that objectives, outcomes and outputs provide a whole-school approach and are delivered in line with agreements, plans, school education programs and services relating to specific State and national strategic education programs.
- Influence, guide, collaborate and liaise with school leaders, government and non-government agencies and the not-for-profit sector in Western Australia in relation to delivering programs and initiatives.
- Support schools, education regions and network teams to deliver integrated state-wide drug education and road safety awareness programs.
- Assist school leadership teams in collecting, analysing and interpreting data and other contextual information.
- Provide opportunities for teachers to access practical support, professional learning and online resources related to drug education and road safety.
- Assist with the preparation of reports and briefing papers on evidence-based approaches to drug education and road safety.
- Undertake projects and tasks as directed by senior officers in the Branch.
- 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 substantial knowledge and understanding of teaching and learning practices and requirements.
2. Demonstrated skills and experience in implementing, monitoring and reviewing support programs.
3. Demonstrated highly developed verbal communication and interpersonal skills with the ability to build partnerships and integrate services both within and beyond the Department.
4. Demonstrated ability to deal effectively with change and generate innovative solutions related to teaching and learning issues.
5. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of reports, briefings and other documentation to support and inform senior officers.

Eligibility and training requirements

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia
- hold and maintain a current 'C' class drivers' licence
- undertake travel throughout the state, including overnight stays in metropolitan and non-metropolitan locations and travelling in small aeroplanes to remote locations, as required
- 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 14 March 2022
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