



Principal Consultant, International Education

International Education

Position number	00045187
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager, International Education (Level 8)
Direct reports	Nil

Context

The Public Schools Planning directorate is responsible for:

- developing strategic options for the design, location and delivery of future public schooling needs
- ensuring that the configuration of the delivery of schooling across the state best meets the educational needs of students
- the provision of Student Residential Colleges for students boarding away from home, including accommodation, meals, student care and development, and educational and recreational resources and programs
- the Department's International Education Program, including recruitment, marketing, program design, cross government liaison and policy development.

The directorate's International Education branch supports the delivery of education to international students in Western Australian public schools. The branch is responsible for the Department's International Education Program, which involves the implementation of a range of initiatives focused on supporting the growth of international education in public schools.

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

Key responsibilities

- Support the implementation and delivery of the Department's International Education Program, including monitoring and review of key initiatives and strategies.
- Provide project management support for the International Education Program, including a range of school support initiatives, reporting in a timely manner and within budget.
- Assist in developing partnerships and undertake high-level liaison and negotiation with stakeholders in key offshore markets, including school representatives and the State Government's network of Education Business Development Managers.
- Establish and maintain effective working relationships and networks for the implementation of a range of activities that support the International Education Program.

- Undertake comprehensive research to identify emerging trends and issues on a national and international matters pertaining to international education in public schools and develop solutions and risk management strategies to achieve outcomes.
- Undertake research and systemic analysis of student, school and system-level data to identify areas for improvement and to inform the targeting of services and support.
- Represent the Department on internal and external committees and working groups in relation to international education.
- Contribute to the design, development and facilitation of professional learning programs and resources associated with support services for schools participating in the International Education Program.
- Prepare reports, briefings and other documentation for senior management, including responses to parliamentary and Ministerial questions.

Selection criteria

1. Demonstrated substantial knowledge and understanding of contemporary, evidence-based practices related to international education.
2. Demonstrated high-level planning and management skills with a proven ability to plan and coordinate initiatives in a complex environment.
3. Demonstrated highly developed conceptual, analytical and problem-solving skills, including the ability to provide innovative thinking in implementing key programs or projects.
4. Demonstrated highly developed interpersonal and communication skills, including the ability to successfully undertake consultations, collaborations and negotiations with senior officers, school leaders and other stakeholders across a broad range of settings.
5. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of correspondence, reports, Ministerial communication, briefing notes and policy.

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 commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 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 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 10 October 2024
Reference D24/0770564