



## Principal Consultant Public School Accountability

<b>Position number</b>	00027176
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Director, Public School Review
<b>Direct reports</b>	Consultant – Schools Review (Level 5) Executive Support Officer (Level 3) Administrative Assistant (Level 2)

### 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 their next step into the workforce or further education.

The Public School Review (PSR) process plays a key role in: providing assurance to the Minister and Director General that schools are performing as expected; informing families and caregivers about the quality of education provision in their communities; and providing an opportunity for schools to receive clear, targeted feedback to inform their improvement planning.

Public School Reviews are undertaken by a review team consisting of a Director, Public School Review and a peer reviewer. Schools submit an electronic school self-assessment containing evidence to support their judgements about school effectiveness with a return timeframe negotiated at the conclusion of each PSR.

Review teams conduct school visits statewide to validate each school's self-assessment. Reports are prepared by Directors, Public School Review and endorsed by the Deputy Director General, Schools. Reports are then made available in the public domain for 12 months.

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

## Key responsibilities

- Provide professional and strategic management support to the Directorate in order to contribute to developing and managing the public school system.
- Research, assess and monitor current State, National and International issues, initiatives and investigations that have strategic significance and policy implications for the Directorate; and provide relevant policy and strategic management advice to the Directors, Public School Review.
- Support corporate planning, decision making and reporting by providing data analysis, interpretation and consultancy services on trends and issues pertaining to Directorate matters.
- Prepare strategic direction documentation and undertake coordination and quality assurance for the full range of Directorate projects.
- Research, prepare and review briefing papers, speeches, correspondence, support documents, project budgets and confidential reports.
- Provide editorial oversight and quality assurance of review reports.
- Provide assistance and advice on policies, procedures, budgets and critical operational issues relating to the Directorate.
- Collaborate with Departmental staff in the effective management of risk.
- Undertake systemic investigations to ensure issues and risks are efficiently and effectively managed and provide appropriate recommendations.
- Establish and maintain effective and collaborative working relationships and networks with internal and external stakeholders.
- Oversee the organisational requirements of induction processes for team members.
- Manage and lead Directorate staff in the development of business plans and annual reports to achieve business outcomes and agreed service levels.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

## Selection criteria

1. Highly developed leadership, strategic planning and change management skills that demonstrate ability to coordinate, monitor, report and deliver strategic outcomes.
2. Demonstrated highly developed conceptual, analytical, research and investigation skills, including the ability to make recommendations and provide innovative solutions to strategic and complex problems and issues.
3. Demonstrated highly developed written communication skills and experience in the preparation of reports, speeches, briefings and correspondence.
4. Demonstrated highly developed verbal communication and interpersonal skills, including the ability to effectively consult, collaborate and negotiate with stakeholders at a senior level.
5. Demonstrated extensive knowledge and understanding of State, National and International trends, initiatives and developments that impact on the education sector.

## 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
- 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 1 March 2024  
Reference D24/0143445