



## Principal Consultant Schools

<b>Position number</b>	00019889
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Deputy Director General, Schools (Special Division Band 2)
<b>Direct reports</b>	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 achieve outcomes
- setting directions for the delivery of services.

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

### Key responsibilities

- Review, develop and manage responses to complaints and contentious issues in relation to schools, students and staff.
- Investigate and research trends and issues to inform response and recommendations related to the education system, including liaising with different areas in the department to inform recommendations.
- Prepare high-level briefing notes, reports and research and discussion papers for presentation to senior executive, Minister and Government.
- Provide policy and strategic advice to the Deputy Director General, Schools and key stakeholders in relation to initiatives, strategies, investigations and complex issues.
- Continually monitor, review and evaluate the effectiveness of educational initiatives and strategies and report progress to senior management, relevant committees and other interest groups.
- Undertake research to identify emerging trends and issues related to the diverse needs of students, schools and regions.
- Identify opportunities for continuous improvement and provide recommendations and influence strategies to enhance operational practices in schools.

- Coordinate projects/programs of work to implement approved strategies or system-wide needs and initiatives, including the operationalisation, monitoring and reporting against the strategies.
- Build and maintain strategic relationships with key stakeholders to facilitate achievement of the Department's objectives and participate in committees and other working groups.
- Maintain a close working relationship with regions, including Directors of Education and schools, to assist and support the effective management of risk, such as incidents and, where identified, systematically investigates problems and issues.
- Liaise with, and provide advice to, other state government agencies, and internal department of education stakeholders, including school representatives, to respond to strategic and operational directions regarding the management of complaints, incidents and contentious issues.
- Maintain effective records and relevant information databases in accordance with the Department's recordkeeping policy.

### **Selection criteria**

1. Demonstrated highly developed written communications skills, including extensive experience in the preparation of correspondence, reports, Ministerials and briefings notes.
2. Demonstrated well developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
3. Demonstrated sound understanding of and sensitivity to the strategic requirements and direction of the Government and knowledge of Western Australia's educational system, operations at a central, regional and school level.
4. Demonstrated highly developed conceptual, analytical, research and investigative skills and experience in applying strategic thinking to address complex problems and issues.
5. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes in a demanding environment and under tight timeframes.
6. Demonstrated knowledge and application of project and program management principles and monitoring of implementation and outcomes to achieve the set objectives.

### **Eligibility and training requirements**

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 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
- 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            28 September 2022  
Reference    D22/0729661