



Principal Consultant Operational Initiatives

Position number	00043345
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 7
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

- Provide practical, accurate and timely advice, resources, information and support to schools and education regions related to student support services and initiatives, including the recommendation for exclusion process.
- Monitor, review and make recommendations in relation to strengthening student support initiatives and processes.
- Research, plan, implement and evaluate student support services, programs and strategies in response to the needs of public schools.
- Undertake research and systemic analysis of student, school and system level data to identify areas to strengthen communication, improve processes and to inform the targeting of services and support.

- Establish and maintain effective working relationships and networks within the department and other agencies for the implementation of evidence-based approaches that support the wellbeing, development and achievement of all students.
- Work with members of other areas on shared priorities and initiatives to deliver integrated services and support to schools and networks.
- Represent the branch on internal and external committees and working groups in relation to student support services.
- Contribute to the design, development and facilitation of professional learning programs associated with student support services in public schools.
- Work with other areas on the preparation of reports, briefings and other documentation for senior management related to student support in public schools.

Selection criteria

1. Demonstrated substantial knowledge and understanding of contemporary, evidence-based practices related to student support services, in particular the exclusion process.
2. Demonstrated skills and experience in developing and implementing successful student programs, projects or strategies at the school, region, network and/or system level.
3. Demonstrated ability to provide leadership and influence change related to student support services.
4. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
5. 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.
6. Demonstrated highly developed written communication and presentation skills, including experience in the preparation of complex reports, briefing notes and professional learning documentation.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- undertake travel throughout the state
- hold or obtain a current valid 'C' class Western Australian driver's licence
- 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 15 February 2023
Reference D23/0263889