



## Principal Consultant, Participation and Operational Priorities Schools Group

<b>Position number</b>	00042706
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Executive Consultant, Participation and Operational Initiatives (Level 8)
<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
- leading responses to operational initiatives including exclusions, student safety, home schooling and Agricultural Education.
- implementation of a new school information system across all Public Schools
- promoting excellence in teaching practice and learning outcomes
- developing and implementing operational policies to achieve outcomes
- setting directions for the delivery of services to schools.

The Participation and Operational Priorities team leads work to strengthen the systems and processes to enhance participation services across the 8 education regions. The team supports the Department to have a consistent approach to interpreting and responding to recommendations from specific Ombudsman Western Australia reviews.

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

### Key responsibilities

- Lead and facilitate coordinated support to regions and schools to improve student participation and engagement outcomes.
- Provide high-level professional and strategic support for the effective development, implementation and coordination of projects to strengthen participation and engagement.
- Build and maintain relationships and networks with senior management and staff across other divisions, regions, networks, schools and the wider community to ensure integrated service delivery to schools and across the system.

- Undertake research, review and analysis of policies, procedures and guidelines that are relevant to participation and engagement.
- Coordinate, monitor and report on the effectiveness of participation and engagement cross-divisional projects initiated by the Schools Group.
- Research and prepare briefing papers, speeches, correspondence, support documents, project budgets and confidential reports.
- Consult and negotiate with internal and external stakeholders in a range of contexts..
- Provide subject matter expertise to inform the development of system-wide professional learning materials and system responses.
- Design, develop and monitor the delivery of project, programs and initiatives to meet current and emerging needs.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

### **Selection criteria**

1. Demonstrated substantial knowledge and understanding of current initiatives and issues that support schools and regions to improve student engagement and participation.
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 and experience in applying strategic thinking to achieve outcomes and implementing effective change management strategies to achieve educational outcomes.
4. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
5. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerial communication, briefing notes and policy.
6. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.

### **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            24 July 2024  
Reference    D24/0486989