



## Principal Consultant Agricultural Education

<b>Position number</b>	00041519
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Director, Agricultural Education
<b>Direct reports</b>	Nil

### Context

The purpose of the Agricultural Education Directorate is to support the operations of agricultural education and residential programs and facilities across the State. This includes five Western Australian Colleges of Agriculture and a range of other public schools delivering Agricultural Education programs. Support encompasses policy development and advice, operational support, and systemic leadership.

The Directorate supports the Combined Agricultural Advisory Committee by preparing data and providing advice to enable allocation of resources generated by the Agricultural Education Trust.

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 Director in researching, planning, implementing and evaluating agricultural education services, programs and strategies in response to public school needs.
- Provide high-level policy and strategic management advice to the Director in relation to current issues, initiatives and investigations that are of strategic significance and have policy implications for agricultural education and residential programs.
- Assist in ensuring the operational aspects of Agricultural Education, including the Agricultural Education Farms Provision Trust, align with the Department's direction.
- Coordinate and quality assure projects, programs, correspondence and briefings on behalf of the Director.
- Research and provide advice on policies, procedures, budgets and critical operational issues to identify areas for improvement and to inform the targeting of services and support.

- Work closely with the other Directorates to ensure any risk management issues are effectively managed and when issues and problems are identified, investigate these in a systematic manner.
- Build and maintain networks with senior management across the Department, with other Departments and external organisations and establish effective working relationships with the members of the Corporate Executive.
- Prepare briefings papers, speeches, correspondence, support documents, project budgets and confidential reports on behalf of the Director.
- Support the Director in providing leadership and direction for the achievement of strategic performance outcomes in the area of agricultural education and residential care.
- Coordinate and monitor the distribution of grants and contracts for agricultural education programs.
- Contribute to the design, development and facilitation of professional learning programs for staff in agricultural education and residential services.

### **Selection criteria**

1. Demonstrated high-level professional knowledge and experience in the context of the key responsibilities of this position.
2. Demonstrated substantial skills and experience in managing a range of complex projects and issues.
3. Demonstrated highly developed communication and interpersonal skills, including experience in undertaking senior-level consultations, collaborations and negotiations.
4. Demonstrated highly developed conceptual, analytical, research and investigation skills with the ability to identify issues and trends and provide innovative solutions to complex problems and issues.
5. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials and briefing notes.
6. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.

### **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 three 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 six months of appointment.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            7 July 2021  
Reference      D21/0374524