



Consultant, Agricultural Education (Animals in Schools)

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| Position number | 00042718 |
| Agreement | Public Sector CSA Agreement 2021 or as replaced |
| Classification | Level 5 |
| Reports to | Director, Agricultural Education |
| Direct reports | 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 funds generated by the Agricultural Education Farms Provisional Trust.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide research, analytical and operational support in the development, coordination and implementation of animals in schools initiatives and projects.
- Provide advice and support on animals in schools' legislation, policies, procedures, practices and issues.
- Provide advice and assistance to stakeholders in animal in schools matters.
- Provide comprehensive executive support to the School Animal Ethics Committee.
- Provide input into the development, implementation, review and updating of animal in schools' policies and procedures.
- Monitor and analyse issues and trends in animal in schools' and provide reports to senior management.
- Assist in the development and delivery of training modules and presentations related to animal in schools' and legislative requirements.
- Maintain, update and monitor animal in schools' information on Departmental websites.
- Contribute to the development of online resources and support materials.
- Research, prepare and review briefing notes, correspondence, support documents, and confidential reports in an accurate and timely manner on behalf of the Director.

- Represent the Directorate on committees, reference groups and project teams as required.
- Manage assigned operational tasks and projects related to animal in schools.
- Manage and manipulate databases, spreadsheets and systems which support directorate activities.

Selection criteria

1. Demonstrated practical knowledge and experience in the use of animals for scientific purposes.
2. Demonstrated well developed research skills with the ability to interpret legislation and policy and develop and implement a range of initiatives related to animals in schools.
3. Demonstrated well developed conceptual and analytical skills, including the ability to identify issues, clarify and construct solutions.
4. Demonstrated well developed verbal communication and interpersonal skills with the ability to effectively consult, collaborate and negotiate with a variety of stakeholders at all levels.
5. Demonstrated well developed written communication skills, including experience in preparing reports, briefings and correspondence.

Eligibility and training requirements

Employees will be required to:

- obtain a current department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 11 August 2022
Reference D22/0617873