



Consultant Schools

Position number	00043374
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 5
Reports to	Deputy Director General, Schools (Special Division Band 2)
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 achieve outcomes
- setting directions for the delivery of services to schools.

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

Key responsibilities

- Provide effective professional and strategic management support to the Deputy Director General and Principal Consultants.
- Undertake research, assessment and monitoring of initiatives which have operational significance and policy implications for the Office.
- Assist with the development, implementation and management of initiatives, programs, projects and strategies.
- Support the monitoring, evaluating and refining strategies to deliver key projects and initiatives.
- Provide policy and operational management advice to the Deputy Director General and Principal Consultants.
- Undertake research and prepare and quality assure briefing papers, correspondence, support documents, project budgets, reports, discussion papers and Ministerials.
- Provide support and advice to staff on requirements, ministerial protocols, procedures, standards, and content to facilitate the provision of quality advice within deadlines.
- Collaborate and liaise with internal and external stakeholders on matters relating to identified projects and initiatives and Office activities.
- Develop, maintain and manipulate databases, spreadsheets and systems that support activities of the Office.

- Identify problems with existing administrative systems, suggest improvements and contribute to the development of improved administrative procedures and processes within the Office.
- Support planning, decision making and reporting by monitoring and analysing emerging trends and issues pertaining to schools and Office activities.
- Quality input into developing, implementing, reviewing and updating Directorate operational plans, processes and procedures to achieve business outcomes is provided.
- Effective and collaborative working relationships and networks are established and maintained with internal and external stakeholders.
- Maintain confidentiality of all matters and issues within the Office.
- Maintain corporate records in accordance with the State Records Act 2000 and the Department's record keeping policy.

Selection criteria

1. Demonstrated operational planning skills including the ability to coordinate, monitor, report and contribute to strategic outcomes.
2. Demonstrated well developed written communication skills with considerable experience in the preparation of reports, briefings and correspondence.
3. Demonstrated well developed verbal communication and interpersonal skills, including the ability to effectively consult and collaborate within a team environment and with stakeholders at a senior level.
4. 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.

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 14 March 2023
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