



Executive Consultant

Department of Education

Position number	00039522
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 8
Reports to	Director General (Special Division Band 1)
Direct report	Nil

Context

The Office of the Director General:

- provides strategic advice on procedural and transactional matters and ensures the effective operation of the administrative infrastructure that supports the Director General's transactional responsibilities
- is responsible for ensuring executive processes and responses are efficient and effective
- is a conduit between the Office of the Minister for Education and the Office of the Director General.

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

Key responsibilities

- Contribute high-level advice and support to the Director General on national and state education reforms and initiatives, and priorities as set out in the Department's Strategic Plan.
- Provide leadership and high-level advice to the Director General and Departmental staff on education policy, practices, programs and initiatives pertaining to Kindergarten to Year 12 curriculum, assessment and certification, and the achievement of defined objectives.
- Review briefing notes, ministerial documents and reports on behalf of the Director General and provide strategic advice and guidance.
- Initiate and undertake complex research and analysis into the coordination, development, implementation and review of education policy, strategies, initiatives and programs.
- Continually monitor and analyse the delivery and effectiveness of key education reform programs and initiatives, and provide advice on achievements, risk mitigation and improvement strategies.

- Lead, facilitate and provide representation on internal and external committees and working parties across education.
- Work collaboratively with regional offices and other Department teams to facilitate the coordination of advice and deliverables relating to strategic initiatives and reforms.
- Consult with members of the executive and management teams to address and resolve complex matters and identify issues and problems and investigates these in a systematic manner to ensure consistency of responses.
- Establish and maintain strong partnerships with other Government agencies, sectors and organisations in relation to education initiatives and priorities.
- Manage and provide leadership to Ministerial and Executive Services consistent with the Department's strategic directions to ensure appropriate accountability for the outputs of the Office of the Director General.

Selection criteria

Implements and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues

Achieves results

- evaluates operational performance and identifies critical success factors
- establishes clear plans and timeframes for regular transactions and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may impact outcome and adjusts plans as required

Builds productive relationships

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works toward mutually beneficial outcomes
- brings people together and encourages input from key stakeholders

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

Eligibility and training requirements

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
- 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 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 10 December 2024
Reference D24/0935360