



Senior Consultant

Professional Capability

Position number	00041102
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	Principal Consultant, Road Safety and Drug Education (Level 7)
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Professional Capability drives the ongoing development of our school facing workforce. Its purpose is to build professional capability to improve student achievement by enabling teaching and leadership excellence.

The Student Engagement and Wellbeing Directorate implements system strategies and priorities to improve the engagement and wellbeing of students and delivers professional learning initiatives and resources for schools to strengthen the capability of the profession.

The Road Safety and Drug Education Branch delivers specialised prevention education to keep children and young people safe. The programs are designed to contribute to the reduction of road related injuries and harm from alcohol and other drug use. Its education strategies and resources are designed to build the capacity of teachers and schools to implement evidence-based school alcohol and other drug and road safety education programs.

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

Key responsibilities

- Assist with the development, implementation, monitoring and evaluation of education programs, projects, policies, procedures and guidelines.
- Develop strong partnerships with schools and key stakeholders to enhance the delivery of education programs.
- Assist with the provision of specialist advice, program support and professional learning.
- Undertake research to identify current issues and trends and prepare reports and briefings.
- Provide support and information to parents and the wider community.
- Assist in the preparation of reports, briefings, correspondence and responses to queries related to state and national strategic programs.
- Establish and maintain effective working relationships with internal and external stakeholders, and work with other branches and state government agencies on shared priorities to deliver integrated services.
- Promote successful practice models of inter-agency, school and community collaboration.
- Represent the Department at internal and external meetings and events.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated highly developed project management skills, including the ability to contribute to team processes and deliver agreed outcomes within specified timeframes.
2. Demonstrated skills and experience in developing customer focussed programs and strategies
3. Demonstrated highly developed oral communication and interpersonal skills, including the ability to collaborate effectively with a wide range of stakeholders.
4. Demonstrated highly developed written communication skills, including experience in the preparation of policies, procedures and guidelines.
5. Demonstrated highly developed conceptual and analytical skills, including the ability to identify and clarify issues and problems and generate strategies to address them.

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
- 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 26 February 2025
Reference D25/0214772