

Principal Consultant, Defence Industries School Pathways

Secondary, District High Schools and Post-School Pathways

Position number	00029509
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager, Secondary Schools, District High Schools and Post-School Pathways (Level 8)
Direct reports	Nil

Context

Statewide Services is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

The Secondary, District High Schools and Post-School Pathways Directorate is responsible for the state-wide delivery of services and support to schools and networks to:

- improve the quality of secondary classroom instruction
- develop the professional capacity of secondary teachers and secondary curriculum leaders
- implement evidence-based approaches to improving teaching and learning in all public schools
- provide professional to improve understandings of careers, data literacy and secondary educational programs.

The services and support delivered through the Secondary, District High Schools and Post-School Pathways Directorate, and all other functions in Statewide Services, supports successful outcomes for all students. This is achieved through a focus on better integration of services to schools, students and families; supporting teachers to deliver a more personalised approach for each child's learning; and creating expanded opportunities for students to develop the academic, personal and social competencies they will need to participate in future workforce and society.

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

Key responsibilities

- Implement and review policies, processes and systems for the effective deployment of the Defence Industries School Pathways Program (the Program).
- Provide leadership for the delivery of initiatives.
- Develop, implement and monitor the Program to deliver objectives and outcomes in line with the National Partnership Agreement and Implementation Plan.
- Work collaboratively internally and externally to achieve the Department's objectives for improving educational outcomes through the provision of quality educational services.
- Provide strategic direction, specialised advice and professional support on a broad range of pathways and opportunities to improve learning outcomes for students.
- Prepare complex correspondence and briefings, including responses for Ministerial correspondence, parliamentary questions, information briefings, speeches, support documents and reports.
- Undertake research to identify national and international emerging trends, issues and best practice in delivering quality education outcomes for students.
- Provide timely advice and prepare responses to Ministerial requests and briefings on activities and their relevance to curriculum development, implementation and renewal.
- Represent the Department at committee meetings, stakeholder forums and working parties and ensure the representation and participation of key stakeholders.
- Assist in the collection, analysis and dissemination of achievement and destination data, and monitor and report against targets in the Implementation Plan for the Program.
- Ensure that all work is carried out within agreed timelines and budgets and other Government accountability processes.

Selection criteria

1. Demonstrated high-level knowledge and understanding of curriculum development and implementation in relation to establishing student career pathways to industry, tertiary institutions and vocational education.
2. Demonstrated highly developed leadership and strategic planning skills and experience in managing programs and the ability to coordinate and deliver outcomes in an educational setting.
3. Demonstrated highly developed research, conceptual and analytical skills, including the ability to provide innovative solutions to strategic and complex problems and issues.
4. Demonstrated highly developed written communication skills, including extensive experience in the preparation of policy, reports, briefings and responses to Ministerial requests and general communication.
5. Demonstrated highly developed interpersonal and oral communication skills to facilitate productive consultations and negotiations, and ability to establish and maintain collaborative partnerships with senior officers, tertiary and industry groups and 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
- 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 3 May 2024
Reference D24/0327204