



Principal Consultant Schools

Position number	00041151
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Director of Education – Kimberley (EXDRED)
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
- supporting schools in being responsive to their needs and aspirations of their communities.

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

Key responsibilities

- Provide strategic advice and high-level support to the line manager for the effective development, implementation and coordination of projects and initiatives.
- Establish and maintain working relationships with senior management and staff across other divisions, regions, a variety of networks, schools and the wider community.
- Coordinate the provision of strategic advice to support culturally responsive approaches to the design and delivery of policies, services and support for Aboriginal students, their families and communities.
- Undertake research to identify emerging trends and issues and provide recommendations for strengthening approaches to Aboriginal education.
- Monitor and evaluate the quality and effectiveness of education strategies and initiatives.
- Coordinate, monitor and evaluate relevant projects.
- Prepare and review briefing papers, speeches, correspondence, support documents, project budgets and confidential reports on behalf of the line manager.
- Represent the Department on internal and external committees and working parties in a range of contexts related to strengthening outcomes for Aboriginal students.

Selection criteria

1. Demonstrated extensive knowledge and understanding of the strategic direction of Western Australia's public education system and contemporary policies, frameworks and issues impacting Aboriginal and Torres Strait Islander people.
2. Demonstrated high-level project management skills with a proven ability to plan, coordinate and evaluate initiatives in a complex environment.
3. Demonstrated highly developed conceptual, analytical and problem solving skills, including the ability to apply strategic thinking to achieve outcomes.
4. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including experience in undertaking high-level consultations, collaborations and negotiations.
5. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials, briefing notes and policy.
6. Demonstrated highly developed strategic planning skills with a proven ability to coordinate, deliver and evaluate strategic outcomes.

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
- hold a valid Class C Western Australian driver's licence
- 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 23 July 2024
Reference D24/0521566