



# JOB DESCRIPTION FORM

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992; Public Service and Government Officers CSA General Agreement 2017 or as replaced	
<b>Group:</b>	<b>Education Business Services</b>	<b>Effective Date of Document</b> 5 Dec 2018
<b>Division:</b>	<b>Finance and Commercial Services</b>	
<b>Directorate:</b>	<b>Commercial Services</b>	
<b>Branch:</b>	<b>Contract Planning and Management</b>	

<b>THIS POSITION</b>	
<b>Title:</b>	<b>Principal Consultant Contracts</b>
<b>Classification:</b>	<b>Level 7</b>
<b>Position No:</b>	<b>00039268</b>
<b>Positions under direct responsibility: Nil</b>	

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Specialist Advisor - Commercial	
<b>LEVEL:</b>	Specified Calling Level 5	
<b>POSITION NUMBER:</b>	00038170	
<b>TITLE:</b>	Manager, Contract Planning and Management	
<b>LEVEL:</b>	8	
<b>POSITION NUMBER:</b>	00012104	
<b>This position and the positions of:</b>		
<b>Title</b>	<b>Classification</b>	<b>Position Number</b>
Principal Consultant Contracts	Level 7	00027749
Senior Contract Systems and Communications Officer	Level 6	00033011
Fleet Coordinator	Level 5	00038276
Contract Support Officer	Level 3	00036551

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Principal Consultant Contracts	Level 7	00039268	5 Dec 2018

## CONTEXT

For information with respect to the Department go to: <https://www.education.wa.edu.au/>.

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information communication and technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

**Responsive:** We respond to and reflect the needs of our customers.

**Flexible:** We are flexible and understand that our customers are not all the same.

**Transparent:** We are clear and open about our services, processes and decision making.

**Accountable:** We hold ourselves to high standards and deliver on our commitments.

**Collaborative:** We work in partnership with our customers.

The Commercial Services Directorate is part of the Finance and Commercial Services Division and has responsibility for: providing commercial legal support to the Department and schools: contract planning and management: and Commercial Risk Management and probity.

## ROLE

The Principal Consultant Contracts:

### Specialist Services

- facilitates, develops and manages complex and/or high-risk whole-of-Department and school-facing contracts, including arrangements regarding provision of chaplaincy and similar services to public schools, procurement planning, contract formation, contract documentation and evaluation, in consultation and negotiation with Departmental stakeholders
- undertakes probity, compliance and quality assessment of contract documents and submissions and completes quality assurance of contract and procurement approval procedures and processes
- undertakes research to identify Departmental contracting needs to support schools, regional and central office and establishes contracting strategies and frameworks
- establishes whole-of-Department contracts to manage procurement risks and deliver value for money outcomes to the Department
- develops and manages procurement policies, standards, process improvements and guidelines, including continuous review of contract forms, guides, templates and communications
- provides expert advice on complex contract planning development and management issues.

### Management and Branch Support

- provides support to the Specialist Advisor – Commercial in responding to ministerial and parliamentary questions
- contributes to management of the Branch
- contributes to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables
- contributes to change management projects relevant to the Branch
- represents the Branch, as required, on committees and working parties.

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### **Customer and Stakeholder Management and Liaison**

- provides proactive and timely advice to stakeholders on strategic procurement and contract management matters
- maintains a focus on customer service delivery and continuous improvement of services
- develops and maintains effective communication links and working relationships to ensure access to diverse specialist knowledge.

### **OUTCOMES**

The Principal Consultant Contracts is required to demonstrate achievement in relation to the following outcomes.

1. Effective strategic and high-risk contracts are developed and managed and provide value for money.
2. Strategic procurement related projects and programs are initiated and effectively managed.
3. Strategic contracts procurement advice is provided to Departmental staff to ensure procurement risks are managed.
4. Risk management strategies are developed and implemented for high-risk and complex contracts.
5. Procurement and contracting practices, policies, standards, process improvements and guidelines are developed, managed and maintained.
6. Customers and other stakeholders are satisfied with services and support provided by the Branch.
7. Communication with staff at all levels across EBS and the Department is effective, clear and concise.

### **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position.

1. Demonstrated substantial knowledge and understanding of the public sector contracting framework and experience in developing and/or managing complex, contracts, principally in relation to Community Services Agreements
2. Demonstrated highly developed written communication skills with experience in preparing complex procurement and technical documents.
3. Demonstrated highly developed oral and interpersonal communication skills with the ability to negotiate and consult effectively at senior levels in the private and public sectors.
4. Demonstrated highly developed conceptual and analytical skills with the ability to provide innovative solutions to complex problems and issues.
5. Demonstrated highly developed skills in providing leadership and working collaboratively to manage a range of complex projects.

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**ELIGIBILITY**

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

**TRAINING**

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

**CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**ENDORSED**

**DATE: 5 Dec 2018**  
**TRIM REF # D18/0547010**