



School Staffing Consultant

School Staffing Support

Position number	Generic
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 6
Reports to	Manager, School Staffing Support (Level 8)
Direct reports	Nil

Context

The Staff Recruitment and Employment Services Directorate manages the Department's human resources, including those who operate in central office as well as those in schools across the State. Positions encompass professional staff and a wide range of support staff within the Department.

The Directorate:

- develops and maintains procedures and processes for recruitment and employment services that meet strategic and operational requirements of the Department
- undertakes risk assessments and develops mitigation strategies to ensure the Departmental objectives are achieved
- manages staff deployment
- develops and implements attraction and retention strategies
- facilitates change and reform to maintain a contemporary approach to recruitment and employment services
- oversees housing and transport services required for regional staff
- oversees processes to support professional eligibility and teacher promotions
- maintains compliance with legislative and Departmental requirements.

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Key responsibilities

- provides an effective and comprehensive consultancy service to schools in relation to staffing and redeployment matters

- implements expert case management and support for employees in the redeployment process
- coordinates the deployment of school employees requiring placement, including establishing consultative processes to maximise opportunities to negotiate their permanent placement
- monitors, coordinates, analyses and manages the integrity of the staffing information for schools, including establishment, salary and position data reviews to support schools in management of their staffing and salary budgets
- provides advice and information to the Director Staff Recruitment and Employment Services and the Manager School Staffing Support on staffing and redeployment matters in schools
- provides input to the development of redeployment policies, procedures and guidelines and implements continuous improvement processes with extensive consultation with relevant personnel
- establishes and maintains collaborative working relationships and effective communication networks with internal and external clients and stakeholders
- provides central personnel with advice, support and information relevant to school salary management in the context of the one line budget
- develops and delivers professional learning and support to school staff to support the application of salaries, staffing and redeployment management policies and strategies, procedures, priorities, systems and practices.

Selection criteria

1. Demonstrated substantial knowledge of the public sector legislative framework and policies relevant to human resource management and experience in relation to the redeployment of permanent staff requiring placement.
2. Demonstrated highly developed verbal, written and interpersonal communication skills with the ability to liaise, consult and negotiate professionally, build effective working relationships and networks, and provide an effective consultancy service and influence results.
3. Demonstrated highly developed conceptual, analytical and problem solving skills with the ability to develop and implement innovative solutions which support the organisation's objectives.
4. Demonstrated organisational skills and ability to plan, prioritise, negotiate and implement strategies to deliver quality outcomes within a given timeframe and in a customer focussed manner.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three 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 six months of appointment.

Certification

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

ENDORSED

Date 15 February 2019
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