



## Principal Consultant

### People Services

<b>Position number</b>	00018907
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Executive Director, People Services (Class 2)
<b>Direct reports</b>	Nil

### Context

The Department of Education is one of the largest employers in the Western Australian public sector and is an employer of choice. We are committed to ensuring every child enjoys a high quality of education, underpinned by excellence in teaching, quality leadership and pathways from Kindergarten to Year 12. Our dedicated staff share a common commitment to meeting the needs of our students to help them take the next step into the world of work or further education.

Our People Services Division is dynamic and continually evolving to ensure the Department has the best capability to deliver on the needs of all Western Australian students. Our People Services team are responsible for the provision of a range of human resource functions and workforce strategic planning including:

- industrial and employee relations
- workers' compensation, injury management, work, health, safety and wellbeing
- recruitment and employment services
- strategic human resource planning
- workforce planning and policy
- workforce strategic initiatives.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide professional and strategic management support to the Executive Director for effective development, implementation, coordination and management of People Services' operations, projects, programs and initiatives.
- Coordinate and quality assure correspondence, briefings, projects, programs and initiatives on behalf of the Executive Director.
- Prepare briefings papers, speeches, correspondence, support documents, project budgets and confidential reports on behalf of the Executive Director.

- Build and maintain networks with senior management across the Department, with other Departments and external organisations and establish effective working relationships with the members of the Corporate Executive.
- Undertake research on current issues and initiatives and provide policy and strategic management advice to the Executive Director.
- Provide high-level policy and strategic management advice to the Executive Director in relation to current issues, initiatives and investigations that are of strategic significance and have policy implications for the Department.
- Prepare strategic direction documents which contribute to the overall strategic directions for the promotion and development of public schools.
- Assist in ensuring the operational aspects of Organisational Design, Development and Planning; Industrial and Employee Relations; Work Health, Safety and Wellbeing and Staff Recruitment and Employment Services Directorates align with the Department's direction.
- Research and provide advice on policies, procedures, budgets and critical operational issues.
- Work closely with the other Directorates to ensure any risk management issues are effectively managed and when issues and problems are identified, investigate these in a systematic manner.

### **Selection criteria**

1. Demonstrated high-level professional knowledge and experience in the context of the role of this position.
2. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.
3. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials and briefing notes.
4. Demonstrated highly developed communication and interpersonal skills, including experience in undertaking senior-level consultations, collaborations and negotiations.
5. Demonstrated highly developed conceptual, analytical, research and investigation skills with the ability to identify issues and trends and provide innovative solutions to complex problems and issues.
6. Demonstrated substantial skills and experience in managing a range of complex projects and issues.

### **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 the commencement of employment
- 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 28 October 2025  
Reference D25/1093739