



Principal Consultant Education Business Services

Position number	00042243
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 7
Reports to	Deputy Director General, Education Business Services (Special Division Band 2)
Direct reports	Nil

Context

The Education Business Services (EBS) group supports the delivery of high-quality education to students across our State through functions including:

- paying all department staff and supports them to procure the goods and services they need
- planning, building and taking care of the buildings and facilities in which our students learn
- funding all our schools and providing them with appropriate resources and ICT infrastructure
- managing information so decisions are documented and accessible
- upholding and enhancing the department's reputation by meeting compliance requirements and working effectively with our stakeholders.

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

Key responsibilities

Specialist Services

- Provide high-level professional support to the Deputy Director General, EBS.
- Provide strategic advice and input into the development, implementation and monitoring of policies, procedures, guidelines and standards that support the functions of EBS and in accordance with the Department's strategic direction.
- Undertake comprehensive research to identify current trends and issues across finance and administration functions and provide strategic advice and recommendations to address issues.
- Coordinate cross-group projects initiated by the Deputy Director General, EBS and monitor and report on projects as required.
- Prepare and evaluate briefing papers, speeches, correspondence, support documents, project budgets and confidential reports on behalf of the Deputy Director General, EBS.

Management and Branch Support

- Provide advice and information to Corporate Executive and stakeholders on EBS policy and operational matters.
- Contribute 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.
- Contribute to change management projects relevant to EBS.
- Represent EBS, as required, on committees and working parties.

Customer Stakeholder Management and Liaison

- Identify issues and problems and investigate these in a systematic manner to ensure consistency of responses.
- Build and maintain effective working relationships and networks with senior management and staff across other Divisions, schools and wider community to ensure policy, systems, processes, advice and support is meeting client needs.
- Promote a customer-service ethic throughout EBS by ensuring that outcomes are consistent with client needs wherever possible.
- Facilitate teams and team processes in order to maintain working relationships within a variety of organisational and community settings.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated highly developed communication and interpersonal skills, including experience in undertaking senior-level consultations, collaborations and negotiations.
2. Demonstrated highly developed research, conceptual, analytical and risk management skills, including the ability to and provide innovative solutions to complex matters.
3. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials, briefing notes and policy.
4. Demonstrated high-level understanding of, and sensitivity to, the strategic requirements and direction of the Government.
5. Demonstrated high-level ability to review, interpret and report on relevant information found in briefings, correspondence, policy, guidelines and other information sources.
6. Demonstrated high-level planning and organisational skills with a proven ability to implement processes to facilitate monitoring, reporting and the delivery of outcomes on schedule in a demanding environment.

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 14 March 2022
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