



Principal Consultant

Enterprise Governance and Partnerships

Position number	00040312
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Executive Director, Enterprise Governance and Partnerships
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

The Enterprise Governance and Partnerships (EGP) Division drives high performance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives and confidence in the management of key external partnerships. We do this by:

- ensuring strategic responses and projects are delivered within expectations underpinned by quality project and program management methodologies
- improving oversight of high-level strategic priorities and projects through increased visibility and quality assurance
- aligning governance standards to the strategic significance and complexity of initiatives
- supporting evidence-based decision making through effective use of intelligence and data
- developing and maintaining effective partnerships to support strategic alignment and positive relationships both within and external to the Department, including with higher and international education stakeholders.

The Principal Consultant provides high level professional and strategic advice support to the Executive Director in relation to the effective coordination and management of operations, projects, programs and initiatives operating in the division.

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

Key responsibilities

- Provide strategic advice and support to the Executive Director in relation to reforms and priorities, issues and initiatives that are of strategic significance and have major policy implications for the Department.
- Provide professional and strategic management support to the Executive Director for effective development, implementation, coordination and management of Enterprise Governance and Partnerships' 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.
- Provide strategic advice, support and professional leadership to line managers and senior management on organisational development matters for EGP.
- 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 highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.
2. Demonstrated high level professional knowledge and experience of the strategic requirements of Government systems and processes, and knowledge of Western Australia's educational system, operations at a central, regional and school level.
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 to build effective relationships and networks, including experience in undertaking senior-level consultations, collaborations and negotiations.
5. Demonstrated highly developed conceptual, analytical, research and problem solving 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 18 February 2026
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