



Executive Consultant Infrastructure

Position number	00048129
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 8
Reports to	Executive Director, Infrastructure (Class 2)
Direct reports	Executive Assistant (Level 3) Principal Consultant x2 (Level 7)

Context

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 and communication 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.

The Infrastructure division has responsibility for the provision of facilities (land, buildings and equipment,) which include demographic forecasting and facilities planning, strategic asset management, capital works programs, the maintenance and minor works programs, facilities and property management and security and emergency management.

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

Key responsibilities

Leadership and Management

- Lead the development of policy and strategic management advice to the Executive Director in relation to reforms and current priorities, issues and initiatives that are of strategic significance and have major policy implications for the Department.
- Ensure that the division's strategic project timelines and outputs are consistent with the strategic business priorities and objectives of the Department and Government.
- Develop plans and systems to deliver designated outcomes and to promote service capabilities.
- Work collaboratively with the Infrastructure leadership group to deploy resources, including people, financial, physical and information, to ensure they are available to address the directorate's strategic plans, contractual obligations and other organisational priorities.

- Provide professional and strategic specialist advice and support to the functions of the Infrastructure division.
- Lead and manage Office of the Executive Director staff, including inducting staff, scheduling and allocating tasks and managing workload, to ensure the delivery of an effective support function to the Executive Director.
- Manage the delivery of quality and professional business and customer services.
- Create 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.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Customer and Stakeholder Engagement

- Develop and maintain effective communication links and professional working relationships to provide information on business and service reform matters and processes.
- Strategically consult, liaise and negotiate with government, Senior Executives, Ministers and Members of Parliament, public/private organisations and internal and external stakeholders on strategic priorities, infrastructure planning and project outcomes.
- Engage with stakeholders on strategic projects and initiatives lead by Infrastructure, including planning and project management within the context of the responsibilities of the division.
- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Build strategic alliances with customers, stakeholders, interest groups and across EBS to enable development, acceptability and achievement of designated outcomes and to promote service capabilities.
- Establish and maintain effective partnerships and networks with key internal and external stakeholders for negotiating and collaborating to achieve directorate outcomes and to ensure access to diverse specialist knowledge.
- Represent the Department, as required, on across Government committees and working parties.

Specialist Services

- Lead strategic projects, including the development of policies, plans, systems and strategies to deliver agreed outcomes.
- Investigate and provide recommendations on Infrastructure business process improvement issues.
- Undertake a coordination and quality assurance role for division correspondence, briefings, speeches and correspondence.

Selection criteria

Implements and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the division
- engages others in the strategic direction of the division, encourages their contribution, and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities, and develops long term plans for the division
- undertakes objective, critical analysis and distils the core issues to develop options to resolve complex issues.

Achieves results

- evaluates ongoing project and program performance and identifies critical success factors
- establishes clear plans and periods for project implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may impact outcome and adjusts plans as required.

Builds productive relationships

- builds and sustains relationships with a network of key internal and external stakeholders
- recognises shared agendas, facilitates and negotiates mutually beneficial outcomes
- brings people together and encourages input from key stakeholders.

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances.

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

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 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 17 March 2026
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