

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced	
Division:	Workforce	Effective Date of Document 13 August 2018
Directorate:	Workforce Policy and Coordination	
Branch:	Workforce Policy	

THIS POSITION

Title: Principal Consultant Workforce Policy

Classification: Level 7

Position No: 00036940

Positions under direct responsibility:

Title:	Classification:	Position No:
Senior Policy Advisor	6	00020573

REPORTING RELATIONSHIPS

TITLE: Director, Workforce Policy and Coordination

LEVEL: 9

POSITION NUMBER: 00014412

TITLE: Manager, Workforce Policy

LEVEL: 8

POSITION NUMBER: 00012067

This position and the positions of:

Title	Level	Position Number
Principal Consultant Equity and Diversity and Women in Leadership	7	00022658
Principal Consultant Workforce Career Structure	7	00028183
Principal Consultant Workforce Policy	7	00027132

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Principal Consultant Workforce Policy	Level 7	00036940	13 August 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

The Workforce Division comprises Employee Relations, Staff Recruitment and Employment Services, and Workforce Policy and Coordination. The Division is responsible for the provision of a range of human resource functions to Departmental business units and staff at all levels. This includes:

- industrial and employee relations
- workers' compensation, injury management and occupational safety and health
- staffing and employment services
- strategic human resource planning
- strategic human resource policy advice and evaluation.

The Workforce Policy and Coordination Directorate provides strategic leadership, planning and implementation of key Department human resource matters, advice and evaluation of cross-divisional policy and programs, management of professional learning; and develops policy and manages equity and diversity initiatives.

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ROLE

The Principal Consultant Workforce Policy:

- leads the development and implementation of strategic workforce policies, programs and initiatives in accordance with the Department's workforce policy reform agenda
- coordinates delivery of contemporary workforce policies that support the Department's strategic initiatives, in compliance with statutory requirements
- undertakes comprehensive research and analyses of data to identify emerging trends and issues on a national and international level, that may impact on current workforce practices
- builds and maintains strategic relationships with key stakeholders and provides representation on internal and external committees and working parties, including professional associations and employee representative groups
- plans, reviews and evaluates workforce policies and related initiatives and liaises with stakeholders to facilitate a process of continuous improvement
- coordinates the development and delivery of communication strategies to support the implementation of best practice workforce policies and programs
- provides policy advice, support and professional leadership to workforce policy users and Departmental employees
- establishes risk management strategies to ensure policies and initiatives are effective, meet statutory requirements and advance the core business of the Department
- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

OUTCOMES

1. Workforce policy development, programs and projects are planned, managed and coordinated to support effective implementation, evaluation and review.
2. Professional advice and consultancy is provided that supports the strategic initiatives of the Directorate on matters relating to workforce policies, procedures and programs.
3. Research and analysis is undertaken to provide informed advice on best practice workforce policy and program development strategies that are consistent with Departmental objectives.
4. Effective communication and negotiation with internal and external clients, customers and stakeholders to promote and facilitate the implementation of workforce program and policies is established and maintained.
5. Professional support is provided to stakeholders for the delivery of outputs related to the development of strategic workforce policies and initiatives.
6. Accrued leave of staff is managed effectively.

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7. Performance management and development is delivered effectively.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated experience in providing effective leadership and in managing of a range of complex and diverse workforce policy development, projects and initiatives.
2. Demonstrated highly developed research, conceptual and analytical skills, together with the ability to identify and clarify trends, issues and problems and create solutions to complex workforce policy issues.
3. Demonstrated highly developed communication and interpersonal skills to build effective relationships and networks, including leading teams and working collaboratively with others at all levels and in a range of contexts.
4. Demonstrated high-level written and oral communication skills for a range of specific purposes and audiences, including delivery of professional development.
5. Demonstrated highly developed organisational skills with a proven ability to deliver high quality outcomes on schedule in a demanding environment and under tight timeframes.

ELIGIBILITY

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

ENDORSED

DATE 13 August 2018
TRIM REF # D18/0303926