



# JOB DESCRIPTION FORM

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers General Agreement 2017 or as replaced
<b>Group:</b> Education Business Services	<b>Effective Date of Document</b> 14 January 2019

<b>THIS POSITION</b>	
<b>Title:</b>	Principal Consultant
<b>Classification:</b>	Level 7
<b>Position No:</b>	00036572
<b>Positions under direct responsibility:</b>	Nil

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Director General	
<b>LEVEL:</b>	Special Division Band 1	
<b>POSITION NUMBER:</b>	00011814	
<b>TITLE:</b>	Deputy Director General, Education Business Services	
<b>LEVEL:</b>	Special Division Band 2	
<b>POSITION NUMBER:</b>	00019597	
<b>This position and the positions of:</b>		
<b>Title</b>	<b>Classification</b>	<b>Position Number</b>
Chief Information Officer	Class 2	00017124
Executive Director, Finance and Commercial Services	Class 2	00036019
Executive Director, Infrastructure	Class 2	00017123
Director, Business and Customer Services	Level 9	00038089
Director, Business Capability	Level 9	00038094
Administrative Officer	Level 4	00020182

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Principal Consultant	Level 7	00036572	14 January 2019

## CONTEXT

For information with respect to the Department go to: <https://www.education.wa.edu.au/web/our-organisation/home>

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 communication and 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.

We are committed to contemporary work practices and adhere to the following service delivery principles:

**Responsive:** We respond to and reflect the needs of our customers.

**Flexible:** We are flexible and understand that our customers are not all the same.

**Transparent:** We are clear and open about our services, processes and decision making.

**Accountable:** We hold ourselves to high standards and deliver on our commitments.

**Collaborative:** We work in partnership with our customers.

## ROLE

The Principal Consultant:

### Specialist Services

- provides high-level professional support to the Deputy Director General, EBS
- provides 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
- undertakes comprehensive research to identify current trends and issues across finance and administration functions and provides strategic advice and recommendations to address issues
- coordinates cross-group projects initiated by the Deputy Director General EBS and monitors and reports on projects as required
- prepares and evaluates briefing papers, speeches, correspondence, support documents, project budgets and confidential reports on behalf of the Deputy Director General EBS.

### Management and Branch Support

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

### Customer Stakeholder Management and Liaison

- identifies issues and problems and investigates these in a systematic manner to ensure consistency of responses
- builds and maintains 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
- promotes a customer-service ethic throughout EBS by ensuring that outcomes are consistent with client needs wherever possible
- facilitates teams and team processes in order to maintain working relationships within a variety of organisational and community settings

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- establishes and maintains collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.

## **OUTCOMES**

The Principal Consultant is required to demonstrate achievement in relation to the following outcomes:

1. Policy and strategic management advice is provided to the Deputy Director General, EBS and staff.
2. Financial and administrative policies, standards, procedures and guidelines are developed and monitored to ensure alignment with strategic directions and legislative requirements.
3. Programs, projects and initiatives are effectively planned, managed and reported on in a timely manner.
4. Effective networks are developed and maintained with other Divisions, schools and the wider community to ensure policy, systems, processes, advice and support is effectively meeting their needs.
5. High-risk management issues and problems are researched and recommendations are provided in a timely and effective manner.
6. Speeches, presentations, correspondence and project budgets are researched and prepared on behalf of the Deputy Director General, EBS.

## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position.

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. 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**

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

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**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 14 January 2019**  
**TRIM REF # D19/0011847**