



# JOB DESCRIPTION FORM

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced	
<b>Group:</b>	<b>Education Business Services</b>	<b>Effective Date of Document</b> 28 August 2018
<b>Division:</b>	<b>Finance and Commercial Services</b>	
<b>Directorate:</b>	<b>Financial Services</b>	
<b>Section:</b>	<b>webSIS Finance Project Team</b>	

<b>THIS POSITION</b>	
<b>Title:</b>	<b>Senior Finance Consultant (Communications)</b>
<b>Classification:</b>	<b>Level 6</b>
<b>Position No:</b>	<b>Generic</b>
<b>Positions under direct responsibility: Nil</b>	

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Director, Financial Services	
<b>LEVEL:</b>	9	
<b>POSITION NUMBER:</b>	00038090	
<b>TITLE:</b>	Principal Finance Consultant (Systems Implementation)	
<b>LEVEL:</b>	7	
<b>POSITION NUMBER:</b>	00035849	
<b>This position and the positions of:</b>		
<b>Title</b>	<b>Classification</b>	<b>Position Number</b>
Senior Finance Consultant (Systems Implementation)	Level 6	Various
Senior Finance Consultant (Communications)	Level 6	Various
Finance Consultant, Systems Implementation	Level 5	Various

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Senior Finance Consultant (Communications)	Level 6	Generic	28 August 2018

## CONTEXT

For information about the Department go to: <https://www.education.wa.edu.au/>.

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:

<b>Responsive:</b>	We respond to and reflect the needs of our customers.
<b>Flexible:</b>	We are flexible and understand that our customers are not all the same.
<b>Transparent:</b>	We are clear and open about our services, processes and decision making.
<b>Accountable:</b>	We hold ourselves to high standards and deliver on our commitments.
<b>Collaborative:</b>	We work in partnership with our customers.

The webSIS Finance Project Team is part of the Financial Services Directorate and works closely with the ICT webSIS project team. The webSIS Finance Project Team is responsible for providing an integrated finance solution for schools comprising the Finance and the General Ledger, Asset and Resource Management, Purchasing and Payables and Billing and Debtor Management modules and an opportunity for improvement in accounting and business processes to enhance financial management and decision making for school users.

The project team is responsible for developing system design, software testing, training, migration, implementation and support to schools.

## ROLE

The Senior Finance Consultant (Communications):

### Specialist Services

- undertakes research to develop and deliver professional learning for webSIS Planning and Readiness to support schools with application of the new school chart of accounts and implementation planning for financial management policies, procedures, priorities, systems and practices
- contributes to developing effective practices, procedures, guidelines, resources and support materials
- monitors and evaluates ongoing webSIS readiness and implementation programs and improvements and changes, as required
- maintains expert awareness of contemporary training, development and assessment trends, issues and methodologies
- attends and presents sessions at conferences and associations
- reports on activity levels, outcome and resources related to webSIS training and development
- coordinates development of training programs and materials and maintains their retention and currency.

### Branch Support

- assists in ensuring compliance with the Branch and Division's policies, procedures and standards
- provides leadership, advice and coordination on learning and development strategy with respect to webSIS planning and readiness, implementation and operational training and information

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- 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
- participates in performance management activities to ensure development meets personal goals and business needs
- contributes to change management projects relevant to the Branch
- represents the Branch, as required, on Directorate committees and working parties.

### **Client and Stakeholder Management**

- maintains a strong focus on customer service delivery and continuous improvement of services
- works with school leadership groups in relation to their learning and development needs
- coordinates training and development activities and resources to meet customer needs
- builds alliances with customers, stakeholders, interest groups and across EBS to enable development, acceptability and achievement of designated outcomes and to promote service capabilities
- develops and maintains effective communication links and working relationships within the Division to ensure access to diverse specialist knowledge.

### **OUTCOMES**

The Senior Finance Consultant (Communications) is required to demonstrate achievement in relation to the following outcomes.

1. An effective consultancy service is provided to schools that facilitates identification, implementation and application of Departmental financial management policies, procedures and priorities.
2. Strategic direction is provided for ongoing development, training and implementation programs related to webSIS planning, readiness and implementation.
3. A systematic approach is applied to developing and delivering professional learning to ensure staff are skilled in applying effective financial management strategies and sound and rigorous accounting practices.
4. Networks with stakeholders within schools, central and regional offices are developed and maintained to facilitate access to critical information pertaining to financial management policies and procedures and profiling of schools at risk.
5. Consistency in financial management practices is maintained across schools through collaboration and sharing of information across regions and through the application of benchmarking practices.
6. Departmental and EBS change initiatives are understood, supported, promoted and practised.
7. Customers and other stakeholders are satisfied with services and support provided by the Branch.
8. Communication with staff at all levels across EBS and the Department is effective, clear and concise.

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## **SELECTION CRITERIA**

The following selection criteria are to be read in conjunction with the overall context and requirements of this position.

1. Demonstrated well developed skills and considerable experience in the provision of financial advice to a broad range of stakeholders, including senior and executive level management.
2. Demonstrated well developed knowledge and considerable experience in contemporary financial management and reporting in a large/complex organisation, including budget preparation and review.
3. Demonstrated well developed interpersonal and communication skills to undertake consultation, collaboration and negotiation and to build effective relationships with key internal and external stakeholders on financial issues.
4. Demonstrated well developed written communication skills, including experience in contributing reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
5. Demonstrated well developed skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.
6. Demonstrated well developed analytical and conceptual skills to provide innovative solutions to complex problems.

## **ELIGIBILITY**

Employees will be required to:

- hold relevant tertiary qualification in business, commerce, finance or related field or equivalent substantial experience;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- undertake frequent travel to metropolitan and regional schools and education regional offices.

## **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 28 August 2018**  
**TRIM REF # D18/0382637**