



JOB DESCRIPTION FORM

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced	
Group:	Education Business Services	Effective Date of Document 30 October 2017
Division:	Finance and Commercial Services	
Directorate:	Financial Planning and Resourcing	
Branch:	Budget and Resourcing Systems	

THIS POSITION

Title: Principal Consultant - Budget and Resourcing Systems

Classification: Level 7

Position No: 00038129

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Director, Financial Planning and Resourcing
LEVEL: 9
POSITION NUMBER: 00038095

TITLE: Manager, Budget and Resourcing Systems
LEVEL: 8
POSITION NUMBER: 00038132

This position and the positions of:

Title	Classification	Position Number
Senior Budget and Resourcing Systems Officer	TBD	TBC

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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.

The Budget and Resourcing Systems Branch is part of the Financial Planning and Resourcing Directorate. The Branch is responsible for the management of all of the budget and resourcing systems for the Department including the Schools Resourcing System (SRS), Targeted Initiatives Module (TIM), Budget Administration Module (BAM), Budget Planning Module (BPM), School Allocation Module, Oracle Business Intelligence (OBI) and the Cost and Demand Module (CDM). A key focus of this Branch is to ensure the deployment of schools' budgets (preliminary and operational) in the Schools Resourcing System working closely with the School Funding Branch and ICT.

ROLE

The Principal Consultant Budget and Resourcing Systems:

Specialist Services

- maintains schools resourcing systems budget management systems
- provides effective and efficient systems management to ensure the deployment of schools' budgets
- undertakes systems analysis and oversees system design changes to achieve efficiencies and assist deployment of schools resourcing;
- determines risks associated with budgeting and resourcing systems and their management and contributes to the development of reports to the Director and the Executive Director with respect to these risks
- assists with monitoring and reporting on the development and maintenance of budgeting and resourcing systems programs
- researches, prepares and reviews briefing papers, correspondence, confidential reports and parliamentary and ministerial responses on behalf of the Director.

Management and Branch Support

- assists in the evaluation, development, implementation and review of resourcing policies, procedures and strategies and participates in the ongoing identification of funding requirements
- assists with preparing business cases, budgets and cost information to deliver services to meet school resourcing systems' requirements and effective budget management and planning
- participates on, and/or leads, working groups for the development and maintenance of budget resourcing and operational systems to ensure sound budget resourcing management

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- mentors and leads team members in the development and achievement of Branch and Directorate business goals
- contributes to the management of the Branch
- 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 the Branch.

Customer and Stakeholder Management and Liaison

- provides advice to the Manager and senior management on budget and resourcing systems issues
- clarifies and resolves complex problems through conducting research, considering options, discussions with others, leading meetings and using discretion in relation to sensitive issues
- liaises with senior management and financial systems officers in the ICT Division to ensure the appropriate development, maintenance and monitoring of schools resourcing systems
- maintains a focus on customer- service delivery and continuous improvement of services
- establishes and maintains collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge
- represents the Branch, as required, on EBS committees and working parties.

OUTCOMES

The Principal Consultant Budget and Resourcing Systems is required to demonstrate achievement in relation to the following outcomes.

1. Budget and resourcing systems are maintained to the appropriate level and they embody appropriate controls.
2. The schools resourcing systems provide for the efficient and effective deployment of schools preliminary and operational budgets.
3. Budget management systems, frameworks, strategies, programs and policies meet the business needs of the Department and are delivered in a timely manner.
4. Strong relationships are developed and fostered with senior management and financial systems officers in the ICT Division.
5. Policies, procedures and strategies are developed, implemented and reviewed.
6. Reports, correspondence and Ministerial and Parliamentary responses are researched and prepared on behalf of the Director, Financial Planning and Resourcing.
7. Customers and other stakeholders are satisfied with services and support provided by the Branch.
8. Departmental and EBS change initiatives are supported and promoted and the understanding of these initiatives by staff in the Branch is supported and encouraged.
9. 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 identified as being required to achieve the outcomes in the context of this position.

1. Demonstrated highly developed skills and experience in the management of the provision of user friendly and integrated financial management systems and substantial knowledge of contemporary financial management methodologies, systems and practices.
2. Demonstrated highly developed skills and experience in achieving outcomes and delivering quality projects and services consistent with customer needs and defined quality expectations, including timeliness.
3. Demonstrated highly developed interpersonal and communication skills to undertake productive consultation, collaboration and negotiation and to build effective relationships with key internal and external stakeholders on complex financial issues.
4. Demonstrated highly developed written communication skills including experience in preparing reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
5. Demonstrated highly developed analytical and conceptual skills to provide innovative solutions to complex problems.

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 30 October 2017
TRIM REF # D17/0458600