

Principal Consultant Contracts

Teacher Development

Position number	00031585
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Manager Teacher Development (Level 8)
Direct reports	Nil

Context

The Statewide Services Division is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

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

Key responsibilities

- Facilitate, develop and manage complex and/or high-risk Statewide Services contracts, including procurement planning, contract formation, contract documentation and evaluation, in consultation and negotiation with Departmental stakeholders.
- Undertake probity, compliance and quality assessment of contract documents and submissions and complete quality assurance of contract and procurement approval procedures and processes.
- Manage Statewide Services contracts to minimise procurement risks and deliver value for money outcomes to the Department.
- Provide expert advice on complex contract planning development and management issues.
- Provide support to the Statewide Services executive team in responding to ministerial and parliamentary questions.
- Contribute to the management of the Branch.
- Mentor and lead team members in the development and achievement of Branch business goals.

- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal goals, and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on committees and working parties.
- Provide proactive and timely advice to internal stakeholders on strategic procurement and contract management matters.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated substantial knowledge and understanding of the public sector contracting framework and experience in developing and managing complex, high-risk contracts.
2. Demonstrated highly developed written communication skills with experience in preparing complex procurement and technical documents.
3. Demonstrated highly developed oral and interpersonal communication skills with the ability to negotiate and consult effectively at senior levels in the private and public sectors.
4. Demonstrated highly developed conceptual and analytical skills with the ability to provide innovative solutions to complex problems and issues.
5. Demonstrated highly developed skills in providing leadership and working collaboratively to manage a range of complex projects.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three 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 six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 27 November 2019
Reference D19/0545433