



## Principal Consultant – School Resourcing School Funding

<b>Position number</b>	00039259
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager, School Funding (Level 8)
<b>Direct reports</b>	Senior Resourcing Consultant (Level 6)

### Context

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 School Funding Branch is part of the Financial Planning and Resourcing Directorate.

The Branch is responsible for managing the Student-Centred Funding Model (SCFM), transfer of funding to schools, meeting Treasurer's Instructions in processes adopted and ensuring allowances provided meet requirements.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

### Specialist Services

- Undertake complex financial modelling relating to funding of public schools.
- Maintain the SCFM, including the annual update of SCFM prices and parameters for the annual release of school budgets for public schools.
- Work closely with the Budget and Resourcing Systems Branch on maintaining and improving the Schools Resourcing System.
- Undertake modelling on notional salary rates with the Budget Management and Analysis Branch to facilitate release of the annual school budgets to schools.
- Work closely with SCFM Principal Advisors to identify trends in public school expenditure to inform refinement of the SCFM.
- Research, prepare and review briefing papers, correspondence, confidential reports and parliamentary and ministerial responses on behalf of the Director.

### Management and Branch Support

- Assist in the evaluation, development, implementation and review of policies, procedures and strategies.
- Contribute to managing the Branch.
- Contribute 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.
- Contribute to change management projects relevant to the Branch.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

### Customer and Stakeholder Management and Liaison

- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.
- Represent the Branch, as required, on EBS committees and working parties.

## Selection criteria

1. Demonstrated substantial knowledge and experience in contemporary financial management, complex financial and statistical modelling, review and reporting in a large/complex organisation.
2. Demonstrated highly developed analytical and conceptual skills to provide innovative solutions to complex problems.
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 skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.
6. Demonstrated substantial knowledge and understanding of contemporary issues and trends related to needs-based school funding reform planning and development.

## Eligibility and training requirements

Employees will be required to:

- hold relevant tertiary qualification in accounting, finance, actuarial, economics, or related field
- 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 28 January 2020  
Reference D20/0041096