



Principal Consultant, Grants Commercial Services

Position number	00040678
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Manager, Community Service Contracting (Level 8)
Direct reports	Consultant, Grants (Level 5)

Context

The Commercial Services Directorate is part of the Finance and Commercial Services Division and is responsible for providing procurement and commercial legal support to the [Department of Education](#) for contract planning and management, insurance and fleet management.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

Specialist Services

- Facilitate, develop and manage the Department's grant programs, grant agreements and grant process integrity in consultation and negotiation with stakeholders.
- Undertake probity, compliance and quality assessment of grant programs documents and submissions and complete quality assurance of grant program approval procedures and processes.
- Negotiate state-wide grant agreements, conduct reviews and ensure compliance with government and Departmental policy.
- Undertake research to identify Department grant program and funding needs to support schools, regional and central services and establish grant program strategies and frameworks.
- Establish whole of Department grant programs to manage procurement risks and deliver value for money outcomes to the Department.
- Develop, implement and review grant policies, frameworks and procedures, including the continuous review of grant forms, guides, templates and communications.
- Provide strategic advice on emergency issues and contribute to the development of government policy, plans and projects in relation to grants.
- Undertake consultation with the government, the community

services sector and the broader community regarding grants.

- Ensure regional and remote issues are represented in the development of policy, plans and projects in relation to grants.

Management and Branch Support

- Provide support to the Manager, Community Services Contracting in responding to ministerial and parliamentary questions.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- 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 and EBS goals, and facilitate 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.

Customer and Stakeholder Management and Liaison

- Provide proactive and timely advice to support stakeholders on strategic grant program administration 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 specialist experience in contemporary complex and high risk grant making and grant management to achieve community outcomes.
2. Demonstrated highly developed written communication skills with experience in preparing complex grant frameworks, systems, processes and technical documents.
3. Demonstrated highly developed oral and interpersonal communication skills with the ability to negotiate and consult effectively at senior levels across Government and the community services sector.
4. Demonstrated highly developed conceptual and analytical skills with the ability to provide innovative solutions to complex problems and issues.
5. Demonstrated high level experience in managing strong performance and customer focussed teams 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 10 September 2020
Reference D20/0460822