



# JOB DESCRIPTION FORM

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced	
<b>Group:</b>	<b>Education Business Services</b>	<b>Effective Date of Document</b> 8 November 2017
<b>Division:</b>	<b>Finance and Commercial Services</b>	

<b>THIS POSITION</b>	
<b>Title:</b>	<b>Senior Resourcing Consultant</b>
<b>Classification:</b>	<b>Level 6</b>
<b>Position No:</b>	<b>00038235</b>
<b>Positions under direct responsibility: Nil</b>	

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE</b>	Executive Director, Finance and Commercial Services	
<b>LEVEL</b>	Class 2	
<b>POSITION NUMBER</b>	00036019	
<b>TITLE</b>	Principal Advisor	
<b>LEVEL</b>	School Administrator At Level	
<b>POSITION NUMBER</b>	00034556	
<b>This position and the positions of:</b>		
<b>Title</b>	<b>Level</b>	<b>Position Number</b>
Nil		

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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 Finance and Commercial Services Division is comprised of the following three Directorates:

- Financial Planning and Resourcing;
- Financial Services; and
- Commercial Services

The Senior Resourcing Consultants will work closely with the Student-centred funding model Principal Advisors to provide advice, support and training to Principals, Managers Corporate Services and other staff in public schools on the management, and allocation of their one-line budget.

## ROLE

The Senior Resourcing Consultant:

### Specialist Services

- assists in the evaluation, development, implementation and review of policies, procedures and strategies, and participates in the ongoing identification of funding requirements
- monitors and provides advice on financial legislation and Government policy that may affect schools resourcing or operation of schools' one-line budgets
- analyses financial data and information and provides reports to assist in determining resource allocations for schools in accordance with the funding allocation mechanism
- researches, evaluates and reports on emerging trends and develops and implements continuous improvement processes for providing resources to schools
- provides professional advice and support to schools for the implementation of resourcing initiatives and strategies
- provides advice and information to the Minister, Director General, Corporate Executive and senior executives on school resourcing issues
- prepares responses to Ministerial correspondence, parliamentary questions and general enquiries related to schools resourcing
- develops, prepares and delivers training materials and programs to stakeholders.

### Branch Support

- assists in ensuring compliance with the Branch and Division's policies, procedures and standards

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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
- 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 Resourcing Consultant is required to demonstrate achievement in relation to the following outcomes.

1. Policies, procedures and strategies are developed and reviewed to support the implementation of the funding allocation mechanism.
2. Information relating to policies, procedures and processes for resourcing to schools and students is communicated effectively.
3. Schools receive support and advice on resourcing in an appropriate and timely manner.
4. Effective working relationships are developed and maintained with internal and external stakeholders.
5. Relevant and timely advice and information is provided to the Minister, Director General, Corporate Executive and senior executives on school resourcing issues.
6. Responses to Ministerial correspondence, parliamentary questions and general enquiries related to resourcing schools and students are prepared in a timely manner.
7. High-quality professional support, advice and training materials and programs are developed and delivered to stakeholders.
8. Departmental and EBS change initiatives understood, supported, promoted and practised.
9. Customers and other stakeholders are satisfied with services and support provided by the Branch.
10. 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 well developed skills and considerable experience in the provision of financial strategic 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, including budget preparation, review and reporting, in a large/complex organisation.
3. Demonstrated well developed skills and considerable experience in financial planning and resource management at a strategic and operational level with the ability to deliver quality and timely budgets and related financial management services.
4. Demonstrated well developed interpersonal and communication skills to undertake consultation, collaboration, negotiation and to build effective relationships with key internal and external stakeholders on financial issues.
5. Demonstrated well developed written communication skills, including experience in contributing to reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
6. 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.
7. Demonstrated well developed analytical and conceptual skills to provide innovative solutions to complex problems.

## **ELIGIBILITY**

Employees will be required to:

- hold a relevant tertiary qualification in business, commerce, finance or related field or equivalent substantial experience; and
- 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.

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**CERTIFICATION**

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

**ENDORSED**

**DATE 08/11/2017**  
**TRIM REF # D17/0474727**