



Principal Consultant, Workforce Career Structure

Workforce Policy

Position number	00028183
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Manager, Workforce Policy (Level 8)
Direct reports	Project Support Officer (Level 3)

Context

The Workforce Division comprises Employee Relations, Staff Recruitment and Employment Services, and Workforce Policy and Coordination. The Division is responsible for the provision of a range of human resource functions to Departmental business units and staff at all levels. This includes:

- industrial and employee relations
- workers' compensation, injury management and occupational safety and health
- staffing and employment services
- strategic human resource planning
- strategic human resource policy advice and evaluation.

The Workforce Policy and Coordination Directorate provides strategic leadership, planning and implementation of key Department human resource matters, advice and evaluation of cross-divisional policy and programs, management of professional learning; and develops policy and manages equity and diversity initiatives.

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Key responsibilities

- Develop, research, coordinate and implement strategic career pathway initiatives in relation to teaching and non-teaching within the context of the Department's strategic direction.
- Contribute to policy and planning, and coordinate development of strategic activities relating to progressing the Department's workforce career pathways.
- Manage the Senior Teacher and Level 3 Classroom Teacher career pathway programs.
- Research issues, trends and best practice nationally and internationally, undertake analysis of data and prepare reports for various audiences.

- Initiate high-level liaison and negotiation with stakeholders to promote and ensure the success of career pathways.
- Develop and implement communication strategies to publicise and promote career pathways for employee groups.
- Monitor, review and evaluate the effectiveness of career pathways, projects, strategies, processes and practices to identify opportunities for continuous improvement.
- 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.

Selection criteria

1. Demonstrated highly developed research, conceptual, analytical and problem solving skills and ability to provide innovative solutions to complex problems and issues.
2. Demonstrated highly developed project management skills.
3. Demonstrated ability to provide innovative thinking in developing and implementing organisational change.
4. Demonstrated highly developed written, verbal and interpersonal communication skills with proven ability to undertake high level collaborations, consultations and negotiations.
5. Demonstrated extensive knowledge and understanding of contemporary human resources issues and trends related to attraction and retention in large or complex organisations.
6. Demonstrated extensive knowledge and understanding of legislation, awards and agreements related to education.

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 11 May 2021
Reference D21/0219279