**Job Description Form**

**Consultant**

**Position Details**

**Position Number:**  Generic

**Classification:**  Level 5

**Award / Agreement:**  PSA 1992 / PSCSAA 2019

**Organisational Unit:** Governance, Integrity and Reform / Capability, Reform and Governance Priorities Directorate

**Location:** Perth Metropolitan Area

**Classification Date:** May 2013

**Effective Date:** May 2021

**Reporting Relationships**

**This position reports to:**

Capability Directorate, Various, Level 6 - 8

**Positions Under Direct Supervision:**

This position may supervise a small team and oversee project resources as required.

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome-based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place-based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**About the Capability Directorate**

The Directorate provides capability, reform, planning and data services across the department, in order to help build a highly capable organisation that delivers quality services and stewards, partners and collaborates to support vulnerable West Australians and create thriving communities. It has a focus on priority initiatives, promoting different and diverse ways of working and enabling data-informed decision making. Work of the directorate responds to, and builds on, reviews into the department (2018 and 2019), corruption allegations and the state’s COVID-response.

**Role Statement**

This position helps lead, develop and support a culture of effective strategic project, program and portfolio leadership, capability development and change for outcomes, by:

* Engaging stakeholders to cultivate trusting relationships, and to develop a shared understanding of project and program context and capability, and shared views of how successful delivery contributes to strategic outcomes and social value
* Providing guidance to, and peer/coaching of project and program leaders on contemporary human services project and program management, including lean agile ways of working, organisational change, and strategic outcomes
* Coordinating and supporting reflective learnings, a community of practice, and sharing pragmatic improvements to project and program methods, practices, tools, and capabilities
* Coordinating and sharing departmental and system perspectives of portfolio development and delivery, and program coordination and performance.

**Duties and Responsibilities**

1. Contribute to the development of a range of activities in support of the strategic objectives.

2. Liaise with government agencies and stakeholders as required.

3. Prepare reports, submissions, briefings, correspondence and advice.

4. Undertake detailed research and analysis.

5. Contribute to the evaluation and review of the strategic project outcomes.

**6. Corporate Responsibilities**

6.1 Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

6.2 Actively participates in the Communities performance development process and pursues professional and personal development opportunities.

6.3 Undertakes other duties as required.

**Essential Work-Related Requirements (Selection Criteria)**

1. Well-developed interpersonal and communication skills, engaging stakeholders, and developing trusted relationships.

2. Coordination and support of strategic initiatives, contemporary project management, and lean agile ways of working.

3. Coordinating and supporting reflective learning and improvements to project and program leadership and management capabilities, practice maturity, and delivery assurance.

4. Informing project, program and portfolio leaders and stakeholders to develop shared understanding of our context, strategy, stakeholders, and system perspectives, to improve coordination for performance, and realise strategic outcomes.

**Desirable Work-Related Requirements (Selection Criteria)**

1. Relevant qualifications and/or professional certifications.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.