

Principal Consultant – Executive Recruitment

Staff Recruitment and Employment Services

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| Position number | 000 |
| Agreement | Public Service and Government Officers CSA General Agreement 2017 (or as replaced) |
| Classification | Level 7 |
| Reports to | Manager, Recruitment (Level 8) |
| Direct reports | Panel Support Consultant (Level 6 – four positions) Senior Executive Recruitment Officer (Level 4) Executive Recruitment Officer (Level 3 – two positions) Panel Administration Officer (Level 2) |

Context

The Staff Recruitment and Employment Services Directorate manages the Department's human resources, including those who operate in central office as well as those in schools across the State. Positions cover professional staff and a wide range of support staff within the Department.

The Directorate:

- supports administrators with activities related to the recruitment, selection and appointment of staff
- develops and maintains procedures and processes for recruitment and employment services that meet strategic and operational requirements of the Department
- undertakes risk assessments and develops mitigation strategies to ensure the Department objectives are achieved
- provides support and advice related to workforce and salary management
- manages staff deployment
- develops and implements attraction and retention strategies
- facilitates change and reform to maintain a contemporary approach to recruitment and employment services
- oversees housing and transport services required for regional staff
- oversees processes to support professional eligibility and teacher promotions
- maintains compliance with legislative and Departmental requirements.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Executive Recruitment Management and Consultancy

- Lead and coordinate the delivery of a comprehensive Executive and Principal recruitment service to central and regional services.
- Provide expert advice on recruitment procedures and best practice, compliant with relevant legislation, standards and governance requirements.
- Is a direct point of contact for the Department Director General and Corporate Executive on Executive and Principal recruitment matters.
- Develop, implement and review documentation and processes which contribute to an effective recruitment service, including development and evaluation of an Executive Recruitment Service Charter.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.
- Develop systemic strategies and procedures supportive of innovation and continuous improvement.
- Undertake systemic planning, monitoring and evaluation of Executive and Principal recruitment processes including developing strategies that support services and highlight emerging trends.
- Manage research, identification and evaluation of emerging recruitment issues and trends relevant to the Branch and Department Operations.
- Provide leadership in quality assurance, including review of breach claim outcomes and implementation of recruitment frameworks, methodologies, standards and related control procedures.

Leadership and Management

- Lead and manage the Executive Recruitment team to support provision of high quality full service recruitment procedures.
- Oversee Executive and Principal recruitment support, ensuring even allocation of work load and priorities across the Executive Recruitment team.
- Provide strategic support to the Manager Recruitment, including input to Directorate planning and development of policy and key documents.
- Manage and quality assure Executive and Principal recruitment activities and support services including the ongoing development and implementation of recruitment resources and online materials.
- Participate in, lead and facilitate projects, teams and working groups as required.
- Maintain consultative processes, including management of organisational change in liaison with other Department Directorates and Divisions, where appropriate.
- Support team members and foster a high performing work environment and culture to empower, motivate and develop staff.
- Monitor and manage staff leave entitlements.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated extensive knowledge of recruitment policy, procedures and practices within the public sector legislative framework and a thorough understanding of the application of these within a large and complex organisation.
2. Demonstrated capacity in managing recruitment processes for high level executive positions.

3. Demonstrated high-level written communication and presentation skills, including extensive experience in the preparation of briefings, reports, frameworks and policy.
4. Demonstrated highly developed verbal and interpersonal communication skills with the ability to undertake high-level negotiations and consultations; present to large groups and build high-level relationships and cross-sectoral networks.
5. Demonstrated highly developed conceptual and analytical skills with the ability to develop and implement innovative solutions to complex problems while supporting the organisation's strategic objectives.
6. Demonstrated highly developed leadership, project management skills with the ability to coordinate and deliver outcomes within agreed timeframes and in a customer-focussed manner.

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 30 April 2021
Reference D21/xxxxxxx