



Principal Consultant School Staffing Support

Position number	00028304
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Manager, School Staffing Support (Level 8)
Direct reports	Nil

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 encompass 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 Departmental objectives are achieved
- provides support and advice related to workforce management
- provides support and advice related to school 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

- Develop, implement and review processes which contribute to an effective consultancy service to schools in relation to staffing matters.
- Develop systemic strategies and procedures in relation to case management of employees requiring placement, including dealing with clients on highly sensitive personnel matters.
- Undertake systemic planning, monitoring and evaluation of staffing support and case management processes.
- Undertake planning activities that relate to staffing support and case management processes, including developing strategies that support schools and highlights emerging trends.
- Provide high-level reporting and advice on staffing support and case management issues to internal and external stakeholders.
- Provide input to Directorate strategic planning and policy development.
- Maintain consultative processes, including management of organisational change in liaison with other Department Directorates and Divisions, where appropriate.
- Provide strategic support to the Manager, School Staffing Support and tactical leadership to the School Support Staff team.
- Provide leadership in the quality assurance, development, implementation and coordination of staffing support frameworks, methodologies, standards and related control procedures.

Selection criteria

1. Demonstrated highly developed verbal and interpersonal communication skills with the ability to undertake high-level negotiations and consultations and build high-level relationships and cross-sectoral networks.
2. Demonstrated high-level written communication and presentation skills, including extensive experience in the preparation of reports, frameworks and policy.
3. 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.
4. Demonstrated extensive knowledge of human resources policy, procedures and practices within the public sector legislative framework and an understanding of the application of these within a large decentralised and complex organisation.
5. Demonstrated highly developed leadership, strategic management and change management skills with the ability to coordinate and deliver strategic 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 13 August 2021
Reference D21/0428284