



Principal Consultant – School Resourcing School Funding

Position number	00038136
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Manager, School Funding (Level 8)
Direct reports	Resourcing Officer (Projects)

Context

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 and communication 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 School Funding Branch is part of the Financial Planning and Resourcing Directorate. The Branch is responsible for the management of the Student Centred Funding Model (SCFM), the transfer of funding to schools, meeting Treasurer's Instructions in the processes adopted and ensuring that allowances provided meet requirements.

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

Key responsibilities

Specialist Services

- Undertake complex financial modelling relating to funding of public schools.

- Work closely with SCFM Principal Advisors to identify trends in public school expenditure to inform the refinement of the SCFM.
- Maintain the SCFM, including the annual update of SCFM prices and parameters for the annual release of school budgets for public schools.
- Work closely with the Budget and Resourcing Systems Branch on the maintenance and improvement of the Schools Resourcing System.
- Undertake modelling on notional salary rates with the Budget Management and Analysis Branch to facilitate the release of the annual school budgets for public schools.
- Research, prepare and review briefing papers, correspondence, confidential reports and parliamentary and ministerial responses on behalf of the Director.

Management and Branch Support

- Assist in the evaluation, development, implementation and review of policies, procedures and strategies.
- Mentor and lead team members in the development and achievement of Branch and Directorate business goals.
- Contribute to the management of the Branch.
- Contribute 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.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Contribute to change management projects relevant to the Branch.

Customer and Stakeholder Management and Liaison

- Build and maintain a strong working relationship with the Department of Treasury.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.
- Represent the Branch, as required, on Departmental committees and working parties.

Selection criteria

1. Demonstrated highly developed analytical and conceptual skills to provide innovative solutions to complex problems.
2. Demonstrated substantial knowledge and experience in contemporary financial modelling, review and reporting in a large/complex organisation.
3. Demonstrated highly developed research skills to understand and critically analyse contemporary issues and trends related to needs-based funding reform planning and development.
4. Demonstrated highly developed interpersonal and communication skills to undertake productive consultation, collaboration and negotiation and to build effective relationships with key internal and external stakeholders on complex financial issues.
5. Demonstrated highly developed written communication skills, including experience in preparing reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
6. Demonstrated highly developed skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.

Eligibility and training requirements

Employees will be required to:

- hold relevant tertiary qualification in business, commerce, finance, economics or related field
- 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 10 September 2021
Reference D21/0486019