



Principal Consultant Contracts

Service Design and Support

Position number	Generic
Agreement	Public Sector CSA General Agreement 2021 (or as replaced)
Classification	Level 7
Reports to	Manager, Projects (Level 8)
Direct reports	Nil

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12 to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for future success.

Statewide Services provides the services and supports required by schools to enable student achievement, with a focus on those students and schools that need it most. It encompasses both school and system-facing service delivery. While it primarily exists to support schools, it also has an important system-facing role supporting strategy and policy development.

Service Design and Support provides the shared functions and support needed to provide better services to schools. It also coordinates, implements and supports programs, initiatives, and special projects. Its purpose is to provide strategy, policy and program oversight and operational support to Statewide Services.

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

Key responsibilities

- Facilitate, develop and manage complex and/or high-risk Statewide Services contracts, including procurement planning, contract formation, contract documentation and evaluation, in consultation and negotiation with stakeholders.
- Undertake probity, compliance and quality assessment of contract documents and submissions and complete quality assurance of contract and procurement approval procedures and processes.
- Manage Statewide Services contracts to minimise procurement risks and deliver value for money outcomes to the Department.

- Provide expert advice on strategic procurement, complex contract planning and development and management.
- Assist in the preparation of reports, briefings and other documents
- Contribute to change management projects relevant to the Statewide Services.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.
- Work within teams and across business units to ensure integrated service delivery to schools and the system.
- Work in a culturally responsive and context specific manner to productively and respectfully engage stakeholders.

Selection criteria

1. Demonstrated substantial knowledge and understanding of the public sector contracting framework and experience in developing and managing complex, high-risk contracts.
2. Demonstrated highly developed written communication skills with experience in preparing complex procurement and technical documents.
3. Demonstrated highly developed oral and interpersonal communication skills with the ability to negotiate and consult effectively at senior levels in the private and public sectors.
4. Demonstrated highly developed conceptual and analytical skills with the ability to provide innovative solutions to complex problems and issues.
5. Demonstrated highly developed skills in providing leadership and working collaboratively to manage a range of complex projects.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 29 October 2021
Reference D21/0617106