

## Principal Consultant, Strategic Analysis and Reporting

### Risk and Assurance

<b>Position number</b>	00042617
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 7
<b>Reports to</b>	Director, Risk and Assurance (Level 9)
<b>Direct reports</b>	Nil

#### Context

The Risk and Assurance Directorate has two branches: Internal Audit, and Risk Management and Governance. Its purpose is to:

- develop, disseminate and support Departmental policies and frameworks related to assurance, governance and risk management
- collect, analyse and provide evaluation, performance and statistical information to meet planning and reporting requirements and enhance Departmental decision making
- manage and administer corporate audit, risk and governance programs
- provide information and support to external agencies and the wider community about audit, risk and governance matters.

The Risk and Assurance Directorate is responsible for:

- coordination of strategic, system-level reporting, including production of papers to the Department's governance committees
- collecting and maintaining information on audit and review findings, policy review and enquiries, key enterprise risks, progress of major programs and projects, and committee business for the Department
- tracking performance indicators used in system-level strategic planning, management and reporting
- advising internal business areas and external agencies on use of system-level business information
- providing advice on accountability arrangements for the Department, including benchmarking discussions with national bodies and other working groups
- providing advice on, and support for, evaluation, audit, review and research activities.

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## Key responsibilities

- Analyse data and prepares briefings for the Minister, Director General and other members of Corporate Executive in relation to governance, risk and assurance and business performance
- Develop, manage and coordinate strategies necessary for fulfilling the Department's reporting obligations, particularly in relation to the governance committees and other oversight bodies.
- Translate legislative, government and public sector policy requirements into an integrated reporting and accountability regime.
- Negotiate with senior officers to coordinate the information collections necessary to meet performance information requirements.
- Coordinate the collation and presentation of detailed corporate performance information to ensure the reporting requirements of the Department and accountability obligations of the Director General are addressed.
- Prepare performance reports and papers for the governance committees, and ensure reports satisfy mandatory requirements.

## Selection criteria

1. Demonstrated highly developed conceptual and analytical skills, including the ability to research issues and develop innovative, strategic options for solving complex issues related to system information analysis and reporting.
2. Demonstrated highly developed written communication skills, including highly advanced skills in editing, design and construction of formal reporting and correspondence.
3. Demonstrated highly developed oral and interpersonal communication skills, including the ability to undertake high level consultation and negotiation with stakeholders at all levels and build and maintain effective working relationships with individuals in a variety of organisational settings.
4. Demonstrated highly developed skills and extensive experience in performance reporting, including knowledge of the Public Sector Management Act and Treasurer's Instructions.
5. Demonstrated ability to manage human, financial and physical resources to ensure effective and efficient service delivery.

## 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 Department 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 14 July 2022  
Reference D22/0540251