



Principal Consultant

Workforce Supply, Mobility and Reform

Position number	00027628
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Manager, Workforce Supply, Mobility and Reform (Level 8)
Direct reports	Senior Project Officer x6 (Level 6) Project Officer (Level 5) Customer Service Officer (Level 4) Administrative Assistant x2 (Level 2) Admin Support Officer (Level 1)

Context

The Staff Recruitment and Employment Services Directorate provides a human resource consultancy service to principals, line managers and staff in schools, central and regional offices.

Our team offer support with:

- the attraction, recruitment and appointment of quality staff
- position and salaries budget management
- case management of employees requiring placement
- the housing and transport of rural and remote staff.

For further information, please visit the [Department's website](#).

Key responsibilities

- Provide input to Directorate strategic planning and policy development.
- 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 schools requiring support to attract and retain employees, including dealing with clients on highly sensitive personnel matters.
- Undertake systemic planning, monitoring and evaluation of strategies to attract and retain employees.

- Undertake planning activities that relate to workforce supply mobility and reform, including developing strategies that support schools and highlight emerging trends.
- Provide high-level reporting and advice to internal and external stakeholders.
- Maintain consultative processes, including management of organisational change in liaison with other stakeholders, where appropriate.
- Provide strategic support to the Manager, Workforce Supply, Mobility and Reform and tactical leadership to the team.
- Provide leadership in the quality assurance, development, implementation and coordination of staffing frameworks, methodologies, standards and related control procedures.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. 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.
2. Demonstrated highly developed strategic management and change management skills with the ability to lead the delivery of strategic outcomes within agreed timeframes and in a customer-focussed manner.
3. Demonstrated highly developed verbal and interpersonal communication skills with the ability to undertake high-level negotiations, consultations and build relationships and cross-sectoral networks.
4. Demonstrated high-level written communication and presentation skills, including extensive experience in the preparation of briefings, reports, frameworks and policy.
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.

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 21 May 2020
Reference D20/0235818