



Principal Consultant Contracts

Asset Planning and Services

Position number	00043057
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 7
Reports to	Manager, Strategic Asset Services (Level 8)
Direct reports	Senior Contracts Coordinator x 2 (Level 6)

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 communication and 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 Infrastructure Division has responsibility for the provision of facilities (land, buildings and equipment,) which include demographic forecasting and facilities planning, strategic asset management, capital works programs and the maintenance and minor works programs.

The Asset Planning and Services Directorate is responsible for long term planning land, development of strategic asset plans, policies and processes within an asset planning framework and the management of the Department's land estate. The Directorate also provides services to schools on security and emergency management, environmental services, statistical and demographic planning services, and property management.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

Specialist Services

- Facilitate, develop and manage complex and/or high risk whole of Department and school-facing contracts including procurement planning, contract formation, contract documentation and evaluation in consultation and negotiation with Departmental stakeholders.
- Undertake probity, compliance and quality assessment of contract documents and submissions and complete quality assurance of contract and procurement approval procedures and processes.
- Undertake research to identify contracting needs to support schools, regional and central services and establishes contracting strategies and frameworks.
- Establish whole of Department contracts to manage procurement risks and deliver value for money outcomes to the Department.
- Manage standard process improvements and guidelines, including the review and update of existing forms, guides and templates.
Provide expert advice on strategic procurement, complex contract planning development and management.

Management and Directorate Support

- Provide support to the Manager, Strategic Asset Services in responding to ministerial and parliamentary questions.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Contribute to the management of the branch.
- Mentor and lead team members in the development and achievement of Directorate business goals.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Directorate goals, and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Directorate.
- Represent the Directorate, as required, on committees and working parties.

Customer and Stakeholder Management and Liaison

- Provide proactive and timely advice to stakeholders on strategic procurement and contract management matters.
- 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.

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
- complete the Department's induction program within 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 2 November 2022
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