



Manager

Workforce Supply Mobility and Reform

Position number	00035764
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 8
Reports to	Director, Staff Recruitment and Employment Services (Level 9)
Direct reports	Principal Consultant (Level 7) Principal Consultant, Housing and Transport (Level 7)

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.

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

Key responsibilities

- Provide leadership, strategic advice and direction in the development of strategies to attract and retain Department staff and to promote teaching as a valued and respected profession.
- Provide high-level advice to the Director, Staff Recruitment and Employment Services, staff within the Directorate and other key stakeholders on school level workforce supply and reform initiatives relating to the attraction and retention of staff.
- Undertake complex research and analysis into the development of school-level workforce supply strategies in response to reform initiatives to provide sufficient and sustainable capability and skills to deliver Departmental objectives.
- Assist the Director, Staff Recruitment and Employment Services to lead and implement critical reform to deliver the workforce necessary for high quality public school education across the State.

- Conduct high-level strategic research, analysis, data interpretation and modelling on school-level workforce supply and demand and prepare recommendations and reports for presentation to senior management.
- Work collaboratively and establish consultative processes with staff within the Directorate, other Divisions, Regional Executive Directors, school administrators, and local, state and Commonwealth agencies to develop integrated planning strategies.
- Identify and implement Department policy changes in response to government reforms.
- Provide leadership, strategic advice and direction in the development of strategies for the provision of quality housing and associated ancillary services for Department staff in rural and remote locations.
- Provide high-level interpretation and information to senior management on issues relating to the terms and conditions for housing and transport services.
- 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

Implements and manages strategy

- translates strategy into operational goals and creates a shared sense of purpose within the business unit
- engages others in the strategic direction of the work area, encourages their contribution, and communicates expected outcomes
- considers the ramifications of a wide range of issues, anticipates priorities and develops long term plans for the work area
- understands objective, critical analysis and distils the core issues

Achieves results

- evaluates ongoing project and program performance and identifies critical success factors
- establishes clear plans and timeframes for project implementation and outlines specific activities
- strives to achieve and encourages others to do the same
- monitors progress and identifies risks that may impact outcome and adjusts plans as required

Builds productive relationships

- builds and sustains relationships with a network of key people internally and externally
- recognises shared agendas and works toward mutually beneficial outcomes
- brings people together and encourages input from key stakeholders

Exemplifies personal integrity and self-awareness

- acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints
- takes personal responsibility for meeting objectives and progressing work and commits energy and drive to see that goals are achieved
- persists and focuses on achieving objectives even in difficult circumstances

Communicates and influences effectively

- confidently presents information in a clear, concise and articulate manner and translates information for others
- approaches negotiations with a strong grasp of key issues, having prepared well in advance
- anticipates the position of the other party and adapts approach accordingly
- encourages the support of relevant stakeholders.

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 D20/0235887