



Job Description

Principal Consultant Workforce Projects Level 7

Position Number:	00036409	FTE:	1.0
Directorate:	Service Delivery	Branch:	Service Delivery Strategy
Location:	Osborne Park	Position Status:	Temporary
Agreement/Award:	Public Service Award 1992 Public Service CSA General Agreement 2021 or as replaced		

Reporting Relationships

Reports to:

Associate Director Native Title and Service Coordination, Level 8

Other officers reporting to the above office:

Principal Consultant Workforce Projects, Level 7 x 3

This Office – officers under direct responsibility:

No direct reports

Key Role Statement

The Principal Consultant Workforce Projects is responsible for designing and managing state-wide programs that prepare jobseekers for entry level jobs in areas of skill shortage. The role works collaboratively with a wide range of stakeholders, including not-for-profit organisations, Commonwealth, State and Local Government agencies, training providers, industry peak bodies and community organisations. The position also supports program participants as required, to help them complete their training pathway and connect them to employers.

Key Responsibilities

- Develops high level business cases and project plans as well as optimising and improving processes, where necessary, to support training and workforce solutions such as the pre-employment Job Ready programs.
- Plans and manages comprehensive stakeholder consultation and engagement to ensure successful implementation of identified programs.
- Develops and maintains relationships with Government agencies, peak bodies, industry, employer and unions related to the development and management of employment programs.
- Provides high level customer engagement that adapts to a wide range of client groups.
- Provides strategic project management through the development and execution employment projects, programs and initiatives.
- Conducts project reviews and creates detailed reports in relation to Job Ready initiatives.
- Initiates projects and provides strategic advice on new training and workforce initiatives and innovations.
- Collaborates with, and supports, colleagues to ensure activities are aligned with project and Departmental goals.

Selection Criteria

Essential

- High level research, analysis, and consultation skills with a proven ability to develop innovative training and workforce solutions.
- Demonstrated ability to initiate, plan, coordinate and manage programs to ensure achievement of targeted outcomes.
- Highly developed interpersonal and negotiation skills with a focus on customers and stakeholders, and an ability to consult effectively at all levels and present complex concepts to a variety of audiences.
- Demonstrated high order communication skills, written and verbal, with the proven ability to convey complex issues and advocate solutions.
- Demonstrated knowledge of key issues relating to the training sector and labour market particularly within the context of Western Australia.

Other Requirements

- May be required to work from any Department worksite.

CERTIFICATION

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

Branch Director:

Name: Philip Wyles **Position:** Director Service Delivery Strategy

Signature:  **Date:** 28.2.23

Delegated Authority:

Name: Brad Jolly **Position:** Executive Director Service Delivery

Signature:  **Date:** 01/03/23

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