# Job Description Form – Principal Consultant – Office of Multicultural Interests

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| **Position number:** | 16001 | **Classification:** | Level 7 |
| **Division:** | Office of Multicultural Interests  | **Branch/section:** | Office of Multicultural Interests |
| **Reports to:** | 13861 – Executive Director – L9 | **Direct reports:** | Nil |

## About the Department

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| Mission | Vision | Values |
| To lead the public sector in community – focused delivery with a high performing organisation and thriving workforce. | Western Australia is celebrated as the best place to live in Australia. | RespectfulAccountableResponsiveOpen-mindedIntegrity |

## Context

The Office of Multicultural Interests works to achieve the full potential of multiculturalism in Western Australia. This requires strategies that encompass the whole community, including business and industry groups, government and non-government agencies, culturally diverse communities and the wider community. It works with these communities to support and promote equity and accessibility.

## Position purpose

This position provides project and strategic management expertise and supports the executive leadership to effectively deliver the outcomes of the business. It is responsible for providing advice and critical analysis, managing and resolving identified issues, and coordinating activities across the business. Importantly, the role will focus on and ensuring the quality, consistency and delivery of written reporting, correspondence and documentation. The role is critical to ensuring the business effectively reports and addresses issues affecting multiculturalism and culturally and linguistically diverse communities.

## Responsibilities

1. Contributes to overall strategic management of the organisation/division by coordinating management of priority projects to the achievement of the organisation’s objectives.
2. Providing critical analysis and quality assurance to the division’s reporting, correspondence and other written documentation.
3. Proactively building internal and external relationships with key stakeholders to facilitate effective delivery of priorities and initiatives and resolve issues.
4. Manages special projects and issues of a critical nature on behalf of the Executive Director Office of Multicultural Interests. Leads the implementation of these projects, manages the reporting, monitoring and evaluation of projects.
5. Provides monitoring and reporting and advice, on policies, procedures, budgets, and critical operational issues at the whole of office and system level.
6. Responsible for understanding issues and problems identified in a systematic manner to ensure efficiency, effectiveness and consistency across the system is applied.
7. Represents the Executive Director Office of Multicultural Interests as required, in various meetings and on committees.
8. Highly developed written and verbal communication and interpersonal skills.
9. Developing implementation plans with agreed objectives and timeframes.
10. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
11. Perform any other duties as assigned or necessary to support the objectives of DLGSC.

## Work related requirements

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

1. Excellent problem solving, research and analytical skills, with a proven ability to provide high quality verbal and written advice on complex issues, including those affecting multiculturalism and culturally and linguistically diverse communities.
2. High level written communication and presentation skills, with a proven ability to clearly present complex information, and manage the quality output of information across a business area.
3. Ability to develop, manage and contribute to reporting frameworks and processes. Analysing input and ensuring alignment with strategic direction.
4. Highly developed coordination skills and the ability to manage projects. Including, the ability to work independently and deliver results within deadlines.
5. Experience in the implementation of strategic policy initiatives, including analysis and reporting.
6. Excellent interpersonal skills, with a proven ability to develop and maintain productive working relationships and negotiate effectively with stakeholders at all levels.

### Desirable

1. Current knowledge of contemporary issues affecting multiculturalism and culturally and linguistically diverse communities.

## Pre-employment requirements

All department positions require a current Criminal History Check (National Police Certificate or equivalent) and 100 Point Identification Check prior to commencement.

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| Registration date | 22 August 2024 |