



Senior Consultant Grants

Commercial and Contracting Services

Position number	00045025
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Principal Consultant Grants (Level 7)
Direct reports	Nil

Context

The Commercial Services Directorate is part of the Finance and Commercial Services Division and has responsibility for the provision of support to the Department and Schools, for contract planning and management, insurance management, fleet management and commercial legal advice.

The Senior Consultant Grants manages department wide, medium risk grant and outgoing sponsorship planning, initiation and contract management processes for the Department of Education. The role provides advice and guidance to elicit best value for money for the Department.

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

Key responsibilities

Specialist Services

- Undertake research and analysis to support the identification of Departmental grant programs and outgoing sponsorship needs to support schools, regional and central services and establish grant program strategies and frameworks.
- Contribute to the development, implementation and continuous review of grant programs, grant agreements and outgoing sponsorship agreement forms, guides, templates, procedures and communications.
- Develop and manage moderately complex and/or medium to high-risk grant programs, grant agreements and outgoing sponsorship agreements, including planning, development of relevant documents, assessment and agreement formation, in consultation and negotiations with relevant stakeholders.

Branch Support

- Assist with the preparation of reports, responses to Ministerials and parliamentary questions and other documentation pertaining to discretionary grants, grant programs and outgoing sponsorships.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on internal committees and working parties.

Customer and Stakeholder Support and Liaison

- Provide proactive and timely advice and information to stakeholders on grant programs, grant agreements and outgoing sponsorship agreements compliance practice and management matters.
- Liaise and consult with internal and external stakeholders, on matters relating to grant programs, grant agreements and outgoing sponsorships.
- Promote good contract management practices, including grant administration and fostering positive relationships between contractors and stakeholders.
- 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.

Selection Criteria

1. Demonstrated practical knowledge and experience in the development, implementation and management of grant agreements, outgoing sponsorship agreements and grant programs to achieve community outcomes.
2. Demonstrated well developed interpersonal and communications skills with the ability to liaise, consult and negotiate effectively with a range of stakeholders in a range of contexts.
3. Demonstrated well developed evaluation, analytical and conceptual skills, including the ability to provide innovative thinking in developing and implementing projects.
4. Demonstrated well developed written communication skills, including the ability to prepare grant programs, grant agreements and outgoing sponsorship documentation.
5. Demonstrated well developed organisational skills, including the ability to prioritise tasks to meet conflicting deadlines.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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 8 August 2024
Reference D24/0587417