



School Staffing Consultant

School Staffing Support

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced).
Classification	Level 6
Reports to	Manager, School Staffing Support (Level 8)
Direct reports	Nil

Context

The Staff Recruitment and Employment Services Directorate manages the Department's human resources, including those who operate in central office as well as those in schools across the State. Positions encompass professional staff and a wide range of support staff within the Department.

The Directorate:

- supports administrators with activities related to the recruitment, selection and appointment of staff
- develops and maintains procedures and processes for recruitment and employment services that meet strategic and operational requirements of the Department
- undertakes risk assessments and develops mitigation strategies to ensure the Departmental objectives are achieved
- provides support and advice related to workforce management
- provides support and advice related to school salary management
- manages staff deployment
- develops and implements attraction and retention strategies
- facilitates change and reform to maintain a contemporary approach to recruitment and employment services
- oversees housing and transport services required for regional staff
- oversees processes to support professional eligibility and teacher promotions
- maintains compliance with legislative and Departmental requirements.

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Key responsibilities

- Provide an effective and comprehensive consultancy service to schools in relation to workforce and salary management.
- Provide expert case management and support for employees in the redeployment process.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external clients and stakeholders.
- Coordinate the deployment of employees requiring placement, including establishing consultative processes to maximise opportunities to negotiate their permanent placement.
- Monitor, coordinate, analyse and manage the integrity of information, to support schools management of their workforce and salary budgets.
- Provide advice and information to the Director, Staff Recruitment and Employment Services and the Manager, School Staffing Support on salary and workforce management and redeployment matters in schools.
- Provide input to the development of redeployment policies, procedures and guidelines and implement continuous improvement processes with extensive consultation with relevant personnel.
- Develop and deliver professional learning and coaching to support the application of salaries, staffing and redeployment management policies and strategies, procedures, priorities, systems and practices.

Selection criteria

1. Demonstrated substantial skills and experience in the application of a public sector legislative framework and associated policies relevant to this role.
2. Demonstrated highly developed verbal, written and interpersonal communication skills with the ability to liaise, consult and negotiate professionally, build effective working relationships and networks, and provide an effective consultancy service and influence results.
3. Demonstrated highly developed conceptual, analytical and problem solving skills with the ability to develop and implement innovative solutions which support the organisation's objectives.
4. Demonstrated organisational skills and ability to plan, prioritise, negotiate and implement strategies to deliver quality outcomes within a given timeframe and in a customer focussed manner.

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 12 April 2021
Reference D21/0164760