



Principal Consultant System Assurance

Position number	00020238
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager, Risk, Business Resilience and Governance (Level 8)
Direct reports	Senior Consultant (Level 6) Program Support Officer (Level 5) Research Officer (Level 4)

Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner preparing them for their next step into the workforce or further education.

The System Response and Transformation (SRT) Division drives high performance and assurance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives. This is achieved by ensuring strategic responses and projects are delivered within expectations; collecting and analysing data and reporting on performance; and overseeing the development of transformation opportunities in line with the Department's strategic intent.

The Division's System Assurance directorate provides oversight and assurance of the Department's strategic intent and operational priorities and supports the timely delivery of Government and Minister priorities. This includes an executive and governance services function that provides strategic advice, management, monitoring and support of the Corporate Executive and governance committees, to ensure compliance, enable decision making and provide assurance of system performance and improvement initiatives.

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

Key responsibilities

- Lead the coordination and administration of strategic governance committees, including preparation of agendas, briefing papers, minutes and other associated papers and attendance of any required subject matter experts to support decision making.

- Lead and actively manage the strategic development of Departmental executive and governance frameworks, guidelines and procedures, identifying opportunities for continuous improvement and facilitating their approval and implementation by working with a range of stakeholders.
- Provide strategic guidance to high-level research, analysis and evaluation of critical local, national and overseas education issues and trends to inform advice to senior management.
- Clarify and resolve complex problems and manage risk through conducting research, considering options, discussion with others, leading meetings and using discretion in relation to sensitive issues.
- Manage compliance with public sector governance standards and the Department's legal and policy obligations.
- Build and maintain strategic relationships with key stakeholders and provide representation on internal and external committees or working parties.
- Provide advice, interpretation and accurate and timely information to the Minister and senior management on relevant strategic governance issues.
- Oversee the preparation of correspondence, speeches, reports, submissions and briefings on behalf of the Director.
- Oversee the processes associated with project proposals, plans, reporting and assurance, including leading their coordination, review and evaluation as appropriate.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated extensive knowledge and experience in leading the development and delivery of executive governance activities in a large, complex public sector agency, ideally within the education sector.
2. Demonstrated highly developed research, conceptual and analytical skills, including the ability to identify and clarify trends, issues and problems, and create solutions to complex policy issues.
3. Demonstrated highly developed written communication and presentation skills, including extensive experience in the preparation of complex reports and briefing papers.
4. Demonstrated highly developed verbal and interpersonal communication skills, including experience in advising, facilitating and negotiating with senior staff.
5. Demonstrated highly developed management and leadership skills including a proven ability to work collaboratively in a team environment to manage a range of complex projects that meet agreed standards.

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 4 July 2024
Reference D24/0443927