

Principal Consultant

Transformation Office, System Response and Transformation

Position number	00043703
Agreement	Public Sector CSA Agreement 2022 (or as replaced)
Classification	Level 7
Reports to	Executive Director, System Response and Transformation, EXDRED
Direct reports	Nil

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 Division (SRT) 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 Transformation Office facilitates the establishment of strategies that will support the evolution of education in our state. The Office researches and develops viability of concepts and provide recommendations that will guide strategic development to business improvement and transformational initiatives such as the Wellbeing and Care Taskforce.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Provide professional and strategic management support to the Executive Director for effective development, implementation, coordination and management of Department projects, programs and initiatives.
- Research, prepare and review briefings papers, speeches, correspondence, support documents and confidential reports on behalf of the Executive Director.
- Coordinate and quality assure projects, programs, correspondence and briefings on behalf of the Executive Director.

- Assist in ensuring the operational aspects of the Division effectively support the Executive Director and align with the Department's direction.
- Build and maintain networks with other business areas, senior management across the Department, with other Departments and external organisations and establish effective working relationships.
- Provide advice, support and training on issues and processes as they relate to the functions of the Division.
- Provide effective coordination and management of significant internal and external meetings, including preparation of agendas, briefing papers, minutes and other associated papers for the Executive Director.
- Undertake professional consultation within the Department, with other jurisdictions, other Government agencies, industry and private sector organisations on issues related to education.
- Clarify and resolve complex problems and manage risk through conducting research, considering options, discussions with others, leading meetings and using discretion in relation to sensitive issues.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and department policy.

Selection criteria

1. Demonstrated high-level professional knowledge and experience in the context of the role of this position.
2. Demonstrated highly developed written communication skills, including extensive experience in the preparation of correspondence, reports, Ministerials and briefing notes.
3. Demonstrated substantial skills and experience in managing a range of complex projects and issues.
4. Demonstrated highly developed conceptual, analytical, research and investigation skills with the ability to identify issues and trends and provide innovative solutions to complex problems and issues.
5. Demonstrated highly developed organisational skills with a proven ability to deliver outcomes on schedule in a demanding environment and under tight timeframes.
6. Demonstrated highly developed communication and interpersonal skills, including experience in undertaking senior-level consultations, collaborations and negotiations.

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 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
- 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 18 August 2023
Reference D23/1465332