Job Description Form – Principal Consultant

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| **Position number:** | Generic | **Classification:** | Level 7 |
| **Division:** | Various | **Branch/section:** | Various |
| **Reports to:** | Deputy Director General / Various | **Direct reports:** | Various |

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. | Respectful AccountableResponsiveOpen-mindedIntegrity |

Context

We’re a very diverse agency that contributes to a better Western Australian community through, among other things, providing opportunities for everyone to engage in a range of sporting, recreational, cultural, and artistic programs and activities.

Staff in our department work across the areas of local government; sport and recreation; culture and the arts; racing, gaming and liquor; multicultural interests; specialist Aboriginal projects and engagement; regulatory reform; infrastructure; and state records.

Position purpose

This position provides project and strategic management expertise and supports the relevant Deputy Director General or Executive Director to effectively deliver the outcomes of the division. It is responsible for providing advice and critical analysis, managing and resolving identified issues, coordinating activities across the division and ensuring the quality, consistency and delivery of written correspondence and documentation for the division.

Responsibilities

1. Contributes to overall strategic management of the organisation/divisional branch by coordinating management of priority projects, providing critical analysis and quality assurance to contribute to the achievement of the organisation’s objectives.
2. Proactively building internal and external relationships with key stakeholders to facilitate effective delivery of divisional priorities and initiatives and resolve issues.
3. Manages special projects and issues of a critical nature on behalf of the Deputy Director General or Executive Director. Leads the implementation of these projects, manages the reporting, monitoring and evaluation of projects.
4. Provides monitoring and advice on policies, procedures, budgets, and critical operational issues at the whole of office and system level.
5. Responsible for understanding issues and problems identified in systematic manner to ensure efficiency, effectiveness and consistency across the system is applied.
6. Represents the Deputy Director General or Executive Director as required, in various forums, events, meetings and on committees.
7. Highly developed written and verbal communication and interpersonal skills.
8. Developing implementation plans with agreed objectives and timeframes
9. Adheres to Work Health and Safety, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
10. 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. Shapes and Manages Strategy
	* Is strategically focused and understands the Department’s objectives and aligns operational activities accordingly. Provides direction to others regarding the purpose and importance of their work. Illustrates the relationship between operational tasks and organisational gaols. The ability to undertake high level research, critically analyse information, evaluate solutions to complex issues and formulate policy or strategy.
2. Achieves Results
	* Highly developed organisation and prioritisation skills with the capacity to remain flexible and responsive to changes in requirements. Able to work under pressure and to tight deadlines to deliver materials at short notice. See projects through to completion, monitoring project progress and adjusting plans as required. Values specialist expertise and capitalises on the expert knowledge and skills of others, contributes own expertise to achieve outcomes for the business unit.
3. Builds Productive Relationships
	* Effectively builds and sustains relationships with a network of key people and senior levels both internally and externally. Anticipates and is responsive to internal and external client needs. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.
4. Exemplifies personal integrity and self-awareness
	* Exemplifies Personal Integrity and Self-Awareness. Provides impartial and forthright advice, challenges important issues constructively and stands by own position when challenged. Acknowledges mistakes and learns from them and seeks guidance and advice when required. Adopts a principled approach and adheres to public sector values and Code of Conduct. Operates as an effective representative of the Department in public and internal forums.
5. Communicates and Influences Effectively
	* Highly developed interpersonal and communication skills both written and verbal, including the ability to negotiate and liaise at a high level with senior officers and CEO’s. The Ability to prepare reports and manage the output of quality information.

Special conditions

Nil

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 | 8/1/2025 |