



## Consultant Advisor – Commercial

### Commercial and Contracting Services

<b>Position number</b>	00038272
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 5
<b>Reports to</b>	Senior Advisor – Commercial (Level 6)
<b>Direct reports</b>	Nil

#### Context

The Commercial and Contracting Services Directorate is part of the Finance and Commercial Services Division and has responsibility for providing procurement and commercial legal support to the Department of Education and schools, for contract planning and management, insurance management and fleet management.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

##### Specialist Services

- Maintain the Department's insurance processes and systems for assets and risk adjustment reporting to Insurance Commission of WA.
- Provide support to schools on commercial licence and operational lease and other arrangements that may be established by schools in accordance with the powers set out the School Education Act.
- Identify and resolve complex procedural matters related to registration, execution and recording of commercial agreements and licences.
- Assist with implementing system and procedural enhancements and monitor enhancement suitability for end-users.
- extracts data and produces reports from systems for corporate and compliance reporting, including trend analysis.
- Contribute to developing and implementing policies, guidelines, practices and procedures for stakeholders.

##### Branch Support

- Contribute to the Directorate achieving its goals and outputs, practices are effective and documented, and administrative support is provided.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Directorate goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Directorate.

## Customer and Stakeholder Liaison

- Provide advice and information on insurance matters and procedures.
- Provide advice and information on commercial licence and other arrangements and related procedures.
- Establish and maintain effective communication and working relationships with the Department's stakeholders on insurance and commercial arrangements.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.

## Selection criteria

1. Demonstrated practical knowledge and understanding of insurance arrangements, policies, and practices in WA Government.
2. Demonstrated practical knowledge and understanding of commercial agreements and licences.
3. Demonstrated well developed analytical, conceptual and problem solving skills, including the ability to provide innovative solutions to complex problems and issues.
4. Demonstrated well developed communication and interpersonal skills, including the ability to consult with a wide range of stakeholders effectively.
5. Demonstrated well developed written communication skills, including experience in preparing reports, briefing papers and responses to Senior Management.

## 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           6 January 2025  
Reference    D24/0970502