

Senior Resourcing Consultant

Finance and Commercial Services

Position number	00038236
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 6
Reports to	Principal Advisor, Student-Centred Funding Model (School Administrator At Level)
Direct reports	Nil

Context

Education Business Services (EBS) is the key provider of professional business services and support for Western Australian public schools, statutory boards and divisions of the Department. These highly valued services are delivered through the areas of finance, information and communication technologies (ICT), and infrastructure. We continually strive to enhance the capability and responsiveness of our staff, systems and processes across the organisation to deliver high quality education.

We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsive: We respond to and reflect the needs of our customers.

Flexible: We are flexible and understand that our customers are not all the same.

Transparent: We are clear and open about our services, processes and decision making.

Accountable: We hold ourselves to high standards and deliver on our commitments.

Collaborative: We work in partnership with our customers.

The Finance and Commercial Services division is comprised of the following three Directorates:

- Financial Planning and Resourcing
- Financial Services
- Commercial Services.

The Senior Resourcing Consultants will work closely with the Student-centred funding model Principal Advisors to provide advice, support and training to Principals, Managers Corporate Services and other staff in public schools on the management, and allocation of their one-line budget.

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

Key responsibilities

Specialist Services

- Assist in the evaluation, development, implementation and review of policies, procedures and strategies, and participate in the ongoing identification of funding requirements.
- Monitor and provide advice on financial legislation and government policy that may affect schools resourcing or operation of schools' one-line budgets.
- Analyse financial data and information and provide reports to assist in determining resource allocations for schools in accordance with the funding allocation mechanism.
- Research, evaluate and report on emerging trends and develop and implement continuous improvement processes for providing resources to schools.
- Provide professional advice and support to schools for the implementation of resourcing initiatives and strategies.
- Provide advice and information to the Minister, Director General, Corporate Executive and senior executives on school resourcing issues.
- Prepare responses to Ministerial correspondence, parliamentary questions and general enquiries related to schools resourcing.
- Develop, prepare and deliver training materials and programs to stakeholders.

Branch Support

- Assist in ensuring compliance with the branch and division's policies, procedures and standards.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the branch.
- Represent the branch, as required, on directorate committees and working parties.

Client and Stakeholder Management

- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Build alliances with customers, stakeholders, interest groups and across EBS to enable development, acceptability and achievement of designated outcomes and to promote service capabilities.
- Develop and maintain effective communication links and working relationships within the division to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated well developed skills and considerable experience in the provision of financial strategic advice to a broad range of stakeholders, including senior and executive level management.
2. Demonstrated well developed knowledge and considerable experience in contemporary financial management, including budget preparation, review and reporting, in a large/complex organisation.
3. Demonstrated well developed skills and considerable experience in financial planning and resource management at a strategic and operational level with the ability to deliver quality and timely budgets and related financial management services.
4. Demonstrated well developed interpersonal and communication skills to undertake consultation, collaboration, negotiation and to build effective relationships with key internal and external stakeholders on financial issues.
5. Demonstrated well developed written communication skills, including experience in contributing to reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.

6. Demonstrated well developed skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.
7. Demonstrated well developed analytical and conceptual skills to provide innovative solutions to complex problems.

Eligibility and training requirements

Employees will be required to:

- hold a relevant tertiary qualification in business, commerce, finance or related field or equivalent substantial experience
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- hold a current 'C' class driver's licence
- undertake travel to metropolitan and regional locations, including overnight stays in non-metropolitan locations
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Department policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 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 29 August 2022
Reference D22/0613305