

Principal Consultant – Sustainability

Infrastructure Strategy and Planning

Position number	00043635
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Manager, Strategic Infrastructure Planning and Policy (Level 8)
Direct reports	Senior Consultant – Sustainability (Level 6)

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 communication and 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 Infrastructure Division has responsibility for the planning and provision of facilities (land, buildings and equipment) which includes land planning, student enrolment forecasting and facilities planning, strategic asset management, capital works programs, maintenance and minor works programs and provision of facilities related services.

The Principal Consultant Sustainability will manage strategic climate action and sustainability initiatives related to Infrastructure as per the Department's Sustainability Framework and the Director General's Focus priorities.

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

Key responsibilities

- Manage improvement and development of specialist sustainability initiatives that will contribute to government's sustainability agenda.
- Undertake internal and external research and policy analysis on issues relevant to sustainable strategic asset planning and capital works and maintenance delivery.
- Coordinate and contribute to the development and implementation of projects, in particular the research, analysis and development of the sustainability program.
- Liaise with Department staff, government and private sector agencies in relation to sustainability projects.
- Provide advice and information on matters relating to Infrastructure sustainability projects and progress of strategy implementation for the Director General and the Minister.
- Provide client-focussed responses to infrastructure sustainability enquiries from the Minister, school communities, internal business units and members of the public.
- Contribute to sustainability change management projects relevant to the Department.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders to ensure access to diverse specialist knowledge.
- Ensure the development and promotion of a communication plan to educate and engage stakeholders on the importance of sustainable infrastructure.
- 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 of knowledge and understanding of projects and the regulatory environment, Government processes and policy framework related to sustainability.
2. Demonstrated highly developed management and leadership skills with the ability to work collaboratively in a team environment.
3. Demonstrated a highly developed project management skills and experience, including the ability to plan, organise and manage resources, timelines, budgets and risks.
4. Demonstrated highly developed communication and stakeholder management skills, including the ability to negotiate, persuade and build relationships to achieve sustainable outcomes.
5. Demonstrated highly developed conceptual, analytical and problem solving skills including the ability to think outside the box and develop new approaches to sustainability challenges.

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 29 October 2024
Reference D24/0818350