

## Consultant – Grants and Contracts

### Commercial and Contracting Services

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| <b>Position number</b> | 00040679  |
| <b>Agreement</b>       | <a href="#">Public Sector CSA Agreement 2024</a> or as replaced |
| <b>Classification</b>  | Level 5   |
| <b>Reports to</b>      | Principal Consultant Grants (Level 7)                           |
| <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 the provision of support to the Department of Education and schools, for contract planning and management, insurance management, fleet management and commercial legal advice.

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

#### Key responsibilities

The Consultant – Grants and Contracts position works within the Community Services Contracting team within Commercial and Contracting Services. The position is responsible for providing procurement and contracting support across all types of community services contracts including grant agreements, outgoing sponsorships and service agreements.

#### Specialist Services

- Assist in the development, administration and management of the Department's grant programs, grant agreements, outgoing sponsorship agreements and low to medium value/complexity service agreements, in consultation and negotiation with stakeholders.
- Assist in completing compliance and quality assessment of grant, outgoing sponsorship and service agreement documents and submissions, and the quality assurance of approval procedures and processes.
- Undertake research and analysis and assist to identify grant, outgoing sponsorship and service agreement opportunities and funding needs to support schools, regional and central services and establish service and program strategies and frameworks.
- Facilitate and implement non-complex grant agreements, outgoing sponsorship and service agreements to manage risk and deliver value for money.

### **Branch Support**

- Assist in the development, implementation and continuous review of grant, outgoing sponsorships and service agreement forms, guides, templates, procedures and communications.
- Liaise with other parties, including the Department of Finance, on matters pertaining to grants, outgoing sponsorships and service agreements.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on internal committees and working parties.

### **Customer and Stakeholder Support and Liaison**

- Provide advice to stakeholders on non-complex grant programs, grant agreements, outgoing sponsorship agreements and service agreements and contract management matters.
- Promote good contract management practices, including contract administration, and fostering positive relationships between contractors and stakeholders.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

### **Selection Criteria**

1. Demonstrated practical knowledge of and experience in the development and implementation of grant, outgoing sponsorship and service agreement documentation, assessment and administration in the context of the public sector contracting framework.
2. Demonstrated well developed communication and interpersonal skills, including the ability to communicate effectively and professionally with internal and external stakeholders and build effective relationships and networks.
3. Demonstrated well developed evaluation, analytical and conceptual skills, including the ability to provide innovative thinking in developing and implementing projects.
4. Demonstrated well developed written communication skills, including the ability to prepare grant programs and agreements.
5. Demonstrated well developed organisational skills, including the ability to prioritise tasks to meet conflicting deadlines.

### **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: 8 July 2025  
Reference D25/0596356