# Job Description Form – Principal Consultant

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| **Position number:** | 15933 | **Classification:** | Level 7 |
| **Division:** | Sport and Recreation and Infrastructure Services | **Branch/section:** | Strategy and Partnerships |
| **Reports to:** | 16755 – Deputy Director General | **Direct reports:** | Nil |

## Position details

## Position purpose

This position provides project and strategic management expertise and supports the executive leadership to effectively deliver the outcomes of the business. It is responsible for providing advice and critical analysis, managing and resolving identified issues, coordinating activities across the business and ensuring the quality, consistency and delivery of written correspondence and documentation.

## Context

The Sport and Recreation team promotes participation and achievement in sport and recreation to support a healthy lifestyle for all Western Australians through physical activity. It provides strategic leadership and support for the sport and active recreation sectors with a focus on inclusion and accessibility.

This work extends into regional areas where the team contributes to a broad range of community outcomes in partnership with state and local government agencies, regional sporting associations, peak bodies, and community clubs to support liveable regional communities.

## Responsibilities

1. Coordinates the management of priority projects, providing critical analysis and quality assurance to contribute to the achievement of the organisation’s objectives.
2. Proactively builds internal and external relationships with key stakeholders to facilitate effective delivery of divisional priorities and initiatives and resolve issues.
3. Provides strategic advice on policies, procedures, budgets, and critical operational issues at the whole of office and system level.
4. Manages special projects and issues of a critical nature on behalf of the Executive Director.
5. Represents the Executive Director as required, in various forums, events, meetings and on committees.
6. Adheres to Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.
7. Demonstrate the Expected Behaviours of the leadership context for this role listed below.
8. Perform any other duties as assigned or necessary to support the objectives of CITS.

## Selection criteria

This section outlines the necessary minimum requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position. These criteria can be assessed against any stage of the recruitment process. Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

## Essential

1. Highly demonstrated ability to undertake high level research, critically analyse information, evaluate solutions to complex issues and formulate policy or strategy. Is strategically focused and understands the Departments 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 goals.
2. 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. 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. 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. 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 CEOs. The Ability to prepare reports and manage the output of quality information.

## Desirable

Nil

## Leadership expectations

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

This role falls under the **Personal Leadership** context.

## 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.

## Special Conditions

Other conditions specific to this role are:

Nil

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| Registration date | 09 September 2025 |