



Department of Finance
Building Management and Works

Position number 00018727

Prequalification Officer

Position details

Classification/level	Level 3
Award/agreement	PSA
Organisation unit	Supplier Management
Physical location	Osborne Park
This role supervises (FTE)	0

Reporting relationships

Supervisor	
Position number	00030441
Position title	Supplier Performance Manager
Classification/level	Level 6

Key work description

Assists in the administration of the Builders Prequalification Scheme.

Organisational context

The Department of Finance provides quality advice and services to facilitate the achievement of Government's objectives.

We realise this through the active demonstration of our organisational values of listening and caring, commitment, leadership, accountability and people matter.

The Department of Finance encompasses a variety of businesses including:

- The Office of The Director General;
- Strategy and Coordination;
- Building Management and Works (BMW);
- The Office of State Revenue ;
- Government Procurement;
- Corporate Services; and
- Strategic Projects

This position is located within BMW.

BMW provides a range of services to deliver the State Government's non-residential building program, using extensive in-house expertise in asset and maintenance planning and project delivery. BMW is committed to ensuring probity, value for money and effective risk management in all aspects of its operations.

BMW activities include construction of Government buildings such as hospitals, schools and police stations, management of major State construction projects, management of maintenance contractors for Government buildings, management of the Government's office portfolio, setting capital works and construction policy and administration of a range of heritage and built environment concerns.

Information on other Finance business units is available by visiting www.finance.wa.gov.au.

Work description

Provides assistance with the renewal system for prequalification applications and financial reviews

Provides assistance with the coordination of financial reviews

Assesses prequalification applications

Prepares written reports for prequalification applications and financial reviews

Maintains a register and database of prequalification information

Liaises with and provides advice to the construction and consulting industry regarding prequalification

Provides advice to internal officers regarding prequalification

Other duties as directed.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Work related requirements

ESSENTIAL

Well developed interpersonal and oral communication skills

Well developed report writing skills

Demonstrated analytical and problem solving skills

Demonstrated organisation and prioritisation skills.

Demonstrated ability to work autonomously and as part of a team.

Knowledge of the building and construction industry.

DESIRABLE

Knowledge of works procurement.

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

100 point identification check; and

Criminal Records Screening clearance

Special equipment/requirements

NIL

Certification

Verified by: *Sylvia Petrou*