



Executive Director Infrastructure

Position number	00017123
Agreement	Public Sector CSA Agreement 2024 (or as replaced)
Classification	Class 2
Reports to	Deputy Director General, Education Business Services (Special Division Band 2)
Direct reports	<ul style="list-style-type: none"> Director, Infrastructure Strategy and Planning (Level 9) Director, Infrastructure Delivery and Maintenance (Class 1 proposed) Director, Infrastructure Operations (Level 9) Manager, Infrastructure Governance and Reporting (Level 8) Principal Consultant (Level 7) Executive Assistant (Level 3)

Context

The Department of Education's strategic directions outline a commitment for every child, from Kindergarten to Year 12, to have access to high-quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner, preparing them for their next step into the workforce or further education.

Education Business Services (EBS) is the primary provider of professional business services and support to 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.

The Infrastructure Division is responsible for planning and providing facilities (land and buildings), which include land planning, student enrolment forecasting, infrastructure planning, strategic asset management, capital works programs, maintenance and minor works programs, security and sustainability programs, and the provision of policies, standards, and facilities-related services.

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

Leadership Context

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](#), which provides

a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Executive Leader**.

Key responsibilities

Infrastructure Planning and Strategy

Leads strategic long-term infrastructure and land planning for the WA education system to describe a pipeline of works, sustainability programs and facility management practices to meet identified demand and regulatory requirements.

- Provides strategic leadership in the planning, preparation, and approval of the Department's Strategic Asset Plan and business case program, the Asset Investment Program (AIP), and the asset management of its building and infrastructure asset base.
- Leads research and high-level critical analysis of a wide range of complex information and formulates effective responses to critical policy, regulatory or industry standards and provides high-level advice on emerging issues and areas of risk and priority.
- Develops strategies, policies and direction to continuously improve and strengthen how the buildings and physical infrastructure support the Department's strategic direction.
- Provides strategic advice to inform the Minister, Director General, Corporate Executive, and senior management on critical issues affecting the Department's integrity and on priorities for new infrastructure requirements.
- Monitors and reports on the progress of programs, projects and investments throughout delivery, using this information and other intelligence to adjust and shape the Government's program of works.

Service Delivery

Oversees and is accountable for ensuring the planning and delivery of capital works, maintenance, minor works and operational services to ensure facilities are of a high standard and meet educational and student needs.

- Ensures that Department buildings meet building, safety, environmental, and health standards, as well as other legislative requirements and codes of practice.
- Leads the planning and delivery of operational and technical support services, including land and property management, strategic procurement, contract management, security, sustainability, health, hygiene, environmental management, and cleaner and gardener training.
- Leads an extensive and multi-faceted program of works, reforms and compliance practices using contemporary models of service delivery with schools and public and private sector partners.
- Leads oversight of effective planning and governance, including the monitoring, reporting and evaluation of key milestones and deliverables.
- Leads the contracting, alignment and performance of service providers through sourcing strategies and plans, balancing costs, efficiencies and service quality.
- Oversees agreements and management practices for joint community use and private partnership models to provide cost-effective and community-focused solutions.

Infrastructure Investment and Financial Stewardship

Leads and ensures optimal use of working capital through appropriate financial, lifecycle asset and cost management strategies, ensuring capital and recurrent financial resources are secured to meet current and future business needs.

- Leads the analysis and development of financial forecasts, budgets and business cases, and supports negotiations with State and Federal governments and key stakeholders to secure necessary funding.

- Leads and strategically manages the Department's asset portfolio, including the asset investment program, asset acquisitions and disposals, and minor works and maintenance programs.
- Contributes to the strategic direction of the Department through specialist high-level negotiation skills to deliver and manage educational infrastructure that provides the best return on investment.

Infrastructure Policy, Frameworks and Governance

Leads the development of system governance and assurance frameworks and policies to ensure effective implementation of programs, projects and services with transparent review and monitoring.

- Leads and shapes the Department's governance activities, and provides assurance that infrastructure, facilities, health and environmental strategies and services meet the Department's obligations (including legislative, regulatory, contractual, and agreed standards/policies).
- Ensures that a framework of policies, standards, processes, and practices is in place to guide the provision and management of land, infrastructure, and facilities, as well as planning, delivery, maintenance, and operational services.
- Leads the reporting, assessment and evaluation of enterprise land, infrastructure, and facilities-related risks, and establishes and implements agreed-upon risk mitigation strategies and actions.
- Oversees and guides corporate governance requirements and quality assurance processes in schools and the Department.

Stakeholder Engagement and Influence

Leads, engages, and negotiates with stakeholders on strategic issues related to government policy, service standards, and accessibility, providing expert and influential advice.

- Provides strategic and authoritative advice to the Deputy Director General, Director General, Department and portfolio Ministers, in relation to infrastructure, land or facilities management, the delivery of programs and projects, and the communication of related outcomes or risks.
- Represents the Department in business and professional dealings, and on committees and high-level forums as required.
- Liaises, advises, and negotiates with senior executives from central agencies and other government departments regarding the development, implementation, and delivery of education infrastructure programs.
- Collaborates with State and Commonwealth agencies on issues related to the development and provision of infrastructure that supports teaching and learning.

Leadership and Strategic Management (General)

Provides practical advice to support informed decision-making by the Deputy Director General and, as required, the Minister, the Director General, the Corporate Executive, and Department officers.

- Contributes to, and cooperates with, the work of other Executive Directors and Directors.
- Responds to requests for Ministerial and other Government requirements.
- Represents the Department at the senior executive level on external committees and working parties.
- As a member of the Corporate Executive and EBS Executive, contributes to the ongoing strategic development and management of the Division, the Group and the Department, ensuring the achievement of Departmental, Group and Divisional objectives.
- Leads a workplace culture that supports the Department's values, delivery of strategic goals, employee development and ethical decision-making.
- Promotes and supports cultural responsiveness that reflects expectations in the Aboriginal Cultural Standards Framework.

- Maintains, promotes and models ethical practice and appropriate standards of conduct and behaviour that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care and learning.

People Management

Leads and sustains a highly professional, customer-oriented, innovative and future-focused infrastructure planning, delivery and maintenance capability within the Department and education sector.

- Leads and directs the Infrastructure Division, as a key function of the EBS Group, and drives significant reform and innovation in infrastructure strategy and service delivery across the Department.
- Oversees effective processes for employment within the Division, ensuring the principles of equity and equal employment opportunity are adhered to at all times.
- Establishes a leave management plan and manages employees' leave entitlements in accordance with applicable Industrial Instruments and Department policy.
- Implements performance management, fosters ongoing professional development, and ensures opportunities are provided that maximise employee capabilities to deliver quality infrastructure, educational, and business outcomes.
- Models the importance of health, safety and wellbeing and ensures compliance with the health and safety policies of the Department and the Work Health and Safety Act 2020.
- Manages employees in accordance with Departmental policies and the Public Sector Standards in Human Resource Management.

Selection criteria

The selection process includes assessing applications against the role specific requirements of the position which include the ability to demonstrate how applicants apply the expected behaviours (listed below). The process also takes into account the needs of the Department and availability of suitable applicants.

Expected Behaviours

<p>Role specific requirements</p>	<ul style="list-style-type: none"> ○ Demonstrated ability to lead end-to-end strategic infrastructure planning and delivery across a large, complex agency. ○ Extensive experience providing strategic leadership for major infrastructure investments.
<p>Lead collectively Seek and build key relationships, work together and focus on the greater good.</p>	<ul style="list-style-type: none"> ○ You proactively shape strategy to align with the collective needs of the agency and sector, balancing delivery of tactical short term requirements with creating value in the medium term. ○ You support the integration of business areas to align system wide strategy, enabling the agency to contribute to delivery future value to the sector.
<p>Think through complexity Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks.</p>	<ul style="list-style-type: none"> ○ You foresee the consequences and risks of your decisions even when they may only be evident in the medium term or are external to your business areas. ○ You proactively manage the implementation of risk management strategies in your business areas and take reasonable steps to mitigate any risks to your business areas and the agency. ○ You are able to consider a large number of variables and make strategic decisions for the short and medium terms.

<p>Dynamically sense the environment Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.</p>	<ul style="list-style-type: none"> ○ You identify and acknowledge trends at societal, political and economic levels relevant to and likely to have an impact on your business areas. ○ You recognise shared agendas and work towards mutually beneficial outcomes for all business areas. ○ You proactively build your networks to deliver value for your business area and the agency, establishing trusting relationships in all interactions internally and externally.
<p>Deliver on high-leverage areas Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.</p>	<ul style="list-style-type: none"> ○ You identify the strategic priorities that are essential for your business areas and agency. ○ You understand and recognise how the strategies and decisions in your business areas support the strategic direction of the agency. ○ You explore new opportunities for your business areas, and drive and encourage continuous improvement that contributes to delivering excellence for the agency.
<p>Build capability Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> ○ You proactively develop leaders to deliver value in your business areas and agency, and enhance capability in the sector. ○ You understand your role and responsibility for creating a healthy culture in your business areas, contributing to a productive sector culture.
<p>Embody the spirit of public service Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.</p>	<ul style="list-style-type: none"> ○ You are committed to maintaining good corporate governance and proactively identifying potential reputational risk and areas of non-compliance. ○ You understand and manage the impact of your leadership style on others.
<p>Lead adaptively Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> ○ You continually learn and adapt your personal style and approach to be effective in new and challenging contexts and positions. ○ You vary your personal style to engage and influence the performance of your teams and business areas.

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.

DIRECTOR GENERAL

Signature _____

Date _____