



Project Support Officer Capital Works and Maintenance

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Principal Project Officer (Level 7)
Direct reports	Nil

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 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.

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.

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

Key responsibilities

Specialist Services

- Provide administrative and policy support to Senior Project Officers.
- Assist in developing databases, documentation relating to capital resource sharing, interpretation of policy requirements and provides local knowledge of existing facilities for the Department.

Branch Support

- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.
- Assist Senior Project Officers in assessing facilities-related needs and compilation of equitable programs for provision of capital works through developing and maintaining databases, interpretation of policy requirements and local knowledge of existing facilities.
- Assist Senior Project Officers in monitoring schools' needs for transportable accommodation.
- Assist with documentation relating to capital resource sharing projects, including licences and leases.
- Provide appropriate advice through briefing notes to the Director General and Minister and delivery of client-focussed response to enquiries school systems, school communities and members of the public, under direction of the Principal Project Officer and/or Senior Project Officers.

Customer and Stakeholder Support and Liaison

- Provide a client-focussed service to the Minister's Office, schools, the community and the public.
- 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 knowledge of and experience in the negotiation and preparation of licence and lease agreements associated with capital resource sharing projects.
2. Demonstrated sound communication, interpersonal skills and presentation skills and the ability to build and maintain client relationships and prepare appropriate correspondence.
3. Demonstrated sound conceptual and analytical skills.
4. Demonstrated sound organisational skills with the ability to use initiative and work independently or in a team environment to achieve required project/program outcomes.
5. Demonstrated experience in the use of relevant software packages.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three 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 six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 30 June 2021
Reference D20/0463503