



Principal Project Officer – Facilities Planning

Infrastructure Delivery and Maintenance

Position number	00033705
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Manager, Infrastructure Delivery (Level 8)
Direct reports	Senior Project Officer – Facilities Planning (Level 6)

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 is responsible for the planning, construction and maintenance of the Department's schools and building facilities. Infrastructure services include:

- school and facility planning
- capital works on new and existing schools
- maintenance of existing schools
- management and operational support of school facilities and resources.

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

Key responsibilities

Specialist Services

- Contribute to developing plans and strategies to support the implementation of effective policies, systems and processes for the allocation of capital works.
- Prepare and manage feasibility studies to support proposals for projects and other initiatives, including the analysis of complex financial issues and the development of benchmarks for educational facilities.
- Manage and conduct audits of facilities for Western Australian government schools and prepare recommendations and reports on the effectiveness of learning environments in meeting educational needs.
- Conduct research and analysis for projects that recommend structural, educational and cultural change.
- Prepare the Schedule of Accommodation and associated Scope of Works for proposed new schools and for additions and refurbishments for existing schools.
- Contribute at a strategic level to special projects and programs that are cross-divisional and impact on Departmental policy, resource management, equity and access and school operations.
- Develop, review and maintain generic school briefs and applies evaluation methodologies in assessing the educational adequacy of school facilities to meet changing educational needs and practices.
- Provide strategic advice to senior management and prepare responses for Ministerial correspondence, parliamentary questions, general enquiries and reports.
- 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.

Management and Branch Support

- Contribute to the change management of the branch
- Contribute to change management projects relevant to the branch.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Represent the branch, as required, on directorate committees and working parties.

Customer and Stakeholder Management and Liaison

- Develops and maintain effective working relationships with government agencies, commercial providers and internal clients.
- Maintains a focus on customer service delivery and continuous improvement of services.
- Develops and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated highly developed written, verbal and interpersonal communication skills, including the ability to effectively negotiate, facilitate and consult at a senior level across a broad range of settings within the public and private sectors and school communities.
2. Demonstrated substantial skills and experience in reviewing, developing and implementing policies and procedures in an infrastructure planning context.
3. Demonstrated substantial knowledge and understanding of the issues and trends influencing educational facilities planning and implementation, and their impact on educational outcomes and capital works programs.

4. Demonstrated substantial skills and experience in the planning, development and delivering of complex projects to agreed standards.
5. Demonstrated highly developed high-level conceptual and analytical skills and the ability to provide innovative solutions to complex problems in a strategic planning context.
6. Demonstrated highly developed experience in developing and implementing financial and reporting processes for capital programs.

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
- obtain or hold a current Working with Children Check
- 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 19 March 2026
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