



Senior Project Officer – Facilities Planning

Capital Works and Maintenance

Position number	00013662
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 6
Reports to	Principal Project Officer – Facilities Planning (Level 7)
Direct reports	Nil

Context

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.

The Capital Works and Maintenance Directorate is responsible for compiling, managing and implementing the asset investment program including capital works projects and maintenance at public schools across the State.

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

Key responsibilities

Specialist Services

- Research, review, plan and commission the infrastructure within schools to improve and maintain the quality of the built learning environment, including the provision of furniture, fit-out and equipment components within all capital work programs.
- Ensure that policies, schedules, standards and specifications as they apply to infrastructure requirements for WA Government Schools are met and implemented by service providers and consultants.
- Conduct post-occupancy evaluations and other field research projects related to the requirements and use of specialist facilities in schools.
- Ensure that matters related to an improvement in the standards, quality and performance of the built physical learning environment, particularly within specialist and practical areas, have been well researched.

- Engage with other stakeholders to ensure that effective solutions are investigated and proposed to better manage capital costs and recurrent expenses.
- Conduct educational commissioning sessions with school staff to ensure facilities and resources are used to their potential.
- Review information related to room data sheets, fit-out (including treatments and finishes), furniture, specialist technologies, machinery and equipment and other physical resources used in schools regularly to ensure that planning guides and briefs for new schools are current.
- Consult with Department officers, educators and experts in the field to identify good practice and application in the use of physical resources within schools.
- Work within the Department's policies, schedules and operating systems, particularly ICT related, to ensure consistent standards and protocols are followed and that architects, government Departments, schools and officers are kept well informed of any changes.
- Ensure that the application of emerging learning technologies from other systems are identified, analysed and effectively evaluated, and their relevance to Western Australian Government Schools reported.
- Ensure that, where appropriate, Environmentally Sustainable Design (ESD) principles, Health and Safety Standards and other environmental requirements are applied and met.
- Conduct action research projects, post-occupancy evaluations, reviews and case studies at the direction of the Principal Project Officer – Facilities Planning.

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 EBS committees and working parties.

Customer and Stakeholder Support and Liaison

- 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 high-level interpersonal and communication skills, including the ability to establish good customer relationships with a range of educational planners and service providers.
2. Demonstrated highly developed research and analytical skills together with sound problem solving skills and abilities.
3. Demonstrated highly effective ability to work collaboratively as part of a team and manage a range of complex projects.
4. Demonstrated well developed knowledge of the processes of educational facilities planning and infrastructure provision within capital works projects.
5. Demonstrated high-level understanding of the relationship between educational concepts and the built learning environment, including the impact of facilities upon learning and the effective use of learning technologies in educational settings.

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 4 February 2025
Reference D25/0120305