



## Senior Project Officer

### Infrastructure Governance and Reporting

<b>Position number</b>	00037342
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager, Infrastructure Governance and Reporting (Level 8)
<b>Direct reports</b>	Project Support Officer (Level 4)

#### 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 of Education. 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.

The Infrastructure Governance and Reporting branch is responsible for the financial management reporting functions and governance across the division. The branch is responsible for the financial operations of the Infrastructure division including statutory and external financial reporting requirements, liaison with internal and external stakeholders on all matters relating to Infrastructure finance, ensure management accounting and budgeting requirements are met and prepare accounts for payment against capital and recurrent budgets.

The branch also manages reporting on whole-of-asset investment programs and whole-of-Government priorities including Waterwise, Climate, Royalties for Regions.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

### Specialist Services

- Plan, undertake and evaluate capital works projects, minor works and maintenance matters, and capital resource sharing activities and provide strategic advice in the design and delivery of projects, programs and initiatives.
- Identify, evaluate, import, validate, store and transform data and information from a range of sources to establish and maintain databases related to infrastructure programs, projects and initiatives.
- Research and prepare regular status and progress reports of the Asset Investment Program and maintenance projects.
- Review specialist works programs, with a focus on determining the priority and provision of specific projects within the program.
- Monitor progress of projects to ensure that milestones and performance indicators are met within time and budget constraints and that change proposals are investigated and negotiated with stakeholders.
- Utilise reporting tools and software systems to compile, organise, and present project data in a clear and concise manner.
- Undertake high-level research and critical analysis to identify emerging trends and issues, resolve any discrepancies by clarifying any ambiguities or inconsistencies and prepare reports for management.
- Facilitate public sector governance, including ensuring that decision-making processes comply, and are consistent with, the Department's legal and policy obligations.
- Research and communicate project status updates, progress reports and findings to internal and external stakeholders, including project managers, senior management, Department of Finance.
- Coordinate and prepare Ministerial correspondence, presentations, speeches, reports, submissions and policy briefings on infrastructure matters.
- Establish, maintain and apply high-quality documentation standards and processes to ensure the integrity, currency, security, privacy, audit and appropriate use and interpretation of all managed datasets.
- Identify opportunities for continuous improvement to automate and optimise data collection processes.

### Branch Support

- Contribute to a work environment that is safe, fosters equity and diversity, enables achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to service improvement projects relevant to the Directorate.
- Represent the Directorate on committees and working groups as required.

### Customer and Stakeholder Support and Liaison

- Provide advice and support services to school staff to develop understanding of and capacity to manage and implement maintenance projects.
- Respond to, and proactively anticipate and meet, customer requests for aggregated information about infrastructure programs, projects and initiatives in an accurate, timely and professional manner.
- Collaborate and negotiate with key stakeholders involved in capital works projects.
- Maintain a strong focus on customer service delivery and continuous improvement of services.

- Establish and maintain effective communication links and working relationships within the EBS Group and across the Department to ensure access to diverse specialist knowledge.

### **Selection criteria**

1. Demonstrated considerable experience and knowledge of processes relating to the management and implementation of capital works and maintenance projects.
2. Demonstrated skills and experience in relevant project management software applications.
3. Demonstrated well developed interpersonal and communication skills with the ability to consult, negotiate and maintain collaborative partnerships with a wide range of stakeholders.
4. Demonstrated highly developed written communication skills including the ability to prepare reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
5. Demonstrated skills and experience in providing a high-level customer-focused service.
6. Demonstrated well developed project planning and management skills, including proven ability to use initiative, prioritise work, meet agreed targets and deliver agreed results in a timely and efficient manner.

### **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.

### **ENDORSED**

Date            6 June 2025  
Reference      D25/0544456