

# JOB DESCRIPTION FORM

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers CSA General Agreement 2017 or as replaced	
<b>Group:</b>	<b>Education Business Services</b>	<b>Effective Date of Document</b> 20 December 2018
<b>Division:</b>	<b>Infrastructure</b>	
<b>Branch:</b>	<b>Asset Planning and Services</b>	
<b>Section:</b>	<b>Land and Property Management</b>	

<b>THIS POSITION</b>	
<b>Title:</b>	<b>Property Coordinator</b>
<b>Classification:</b>	<b>Level 5</b>
<b>Position No:</b>	<b>00039320</b>
<b>Positions under direct responsibility: Nil</b>	

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Manager, Land and Property Management	
<b>LEVEL:</b>	8	
<b>POSITION NUMBER:</b>	00038127	
<b>TITLE:</b>	Principal Consultant Property and Contracts	
<b>LEVEL:</b>	7	
<b>POSITION NUMBER:</b>	00038180	
This position and the positions of:		
<b>Title</b>	<b>Classification</b>	<b>Position Number</b>
Senior Property Coordinator	Level 6	00030074
Public Private Partnership Contracts Coordinator	Level 5	00037018
Facilities Coordinator	Level 5	00019336
Leasing Administration Officer	Level 3	00038404

TITLE	CLASSIFICATION	POSITION NO	EFFECTIVE DATE
Property Coordinator	Level 5	00039320	20 December 2018

## CONTEXT

For information with respect to the Department go to: <https://www.education.wa.edu.au/web/our-organisation/home>.

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.

The Asset Planning and Services Directorate is responsible for the development of strategic asset plans, policies and processes within an asset planning framework, long term land planning for schools and the management of the Department's land estate. The Directorate also provides services to schools on security and emergency management, environmental services, statistical and demographic planning services and property management.

## ROLE

The Property Coordinator:

### Specialist Services

- negotiates, manages and reviews property leases and licenses and other agreements held by the Department
- undertakes property and facilities management projects for surplus sites, facilities and leased premises
- coordinates information and records management activities relating to leased and owned premises, including data maintenance, budgeting, reporting and compliance with Leasing Standard Australian Accounting Standards Board (AASB) 16
- coordinates, develops, implements and reviews policy, procedures and operational guidelines in relation to property, facilities, procurement and asset management
- coordinates functions associated with the procurement and contract management of goods and services in accordance with legislation and Departmental policy
- coordinates continuous improvement activities such as process capture and review and system specification evaluation
- provides responses to Ministerial correspondence, briefing notes and reports when required.

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### Branch Support

- provides support as required to the Land and Property Management section
- contributes 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
- contributes to change management projects relevant to the Branch
- represents the Branch, as required, on Directorate committees and working parties.

### Customer and Stakeholder Support and Liaison

- maintains a focus on customer service delivery and continuous improvement of services
- develops and maintains effective communication links and working relationships to ensure access to diverse specialist knowledge.

### OUTCOMES

The Property Coordinator is required to demonstrate achievement in relation to the following outcomes.

1. All lease and property management tasks from the property portfolio are completed on time and in a manner that achieves Department outcomes.
2. All repairs and maintenance activities are undertaken in a timely manner in accordance with the obligations under the lease, licence or other agreement.
3. Policies, procedures and guidelines are developed and implemented through consultation with stakeholders and with a focus on continuous improvement.
4. Process and system changes are managed with minimal impact on daily activities and result in work efficiencies for the team.
5. Effective property information and records management processes and systems are developed and maintained.
6. Responses to Ministerial correspondence, briefing notes and reports are prepared in a timely and accurate manner.
7. Facility management and maintenance activities are effectively planned, managed, coordinated and monitored, with appropriate procurement strategies adopted.
8. Projects are negotiated, managed, monitored and delivered to agreed timelines, outcomes, deliverables and related costs .
9. Customers and other stakeholders are satisfied with services and support provided by the Branch.

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## **SELECTION CRITERIA**

The following selection criteria are identified as being required to achieve the outcomes in the context of this position.

1. Demonstrated considerable experience in lease management, property management and/or facilities management.
2. Demonstrated considerable knowledge of and experience in the application of legislation, policies and guidelines related to contract, facilities and asset management.
3. Demonstrated practical experience in developing and evaluating policies, procedures, guidelines and information management systems, including competence in using Microsoft Office applications.
4. Demonstrated well developed interpersonal, communication and relationship building skills, including negotiation and influencing skills.
5. Demonstrated well developed research, investigation and analytical skills with the ability to provide evidence based reports and recommendations.
6. Demonstrated well developed planning and organisational skills and the ability to complete work within timeframes.

## **ELIGIBILITY**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- hold a current Western Australian 'C' Class driver's licence.

## **TRAINING**

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

## **ENDORSED**

**DATE 20 December 2018**  
**TRIM REF # D18/0572301**