

## Contract Manager – WA Schools Public Private Partnership Capital Works and Maintenance

<b>Position number</b>	00039420
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Director (Level 9)
<b>Direct reports</b>	Contracts Coordinator (Level 5)

### 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](#).

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 relates services.

The Capital Works and Maintenance Directorate is responsible for compilation, management and implementation of the asset investment program including capital works projects and maintenance at public schools across the State.

### Key responsibilities

#### Specialist Services

- leads a team to manage infrastructure services and facilities contracts and agreements, including management of the operations phase of the WA Schools Public Private Partnership Project
- facilitates, and manages complex and/or high-risk facility services and facilities management, including procurement planning, contract formation, contract documentation and evaluation in consultation and collaboration with Department stakeholders

- establishes third-party use of school premises guidelines and supporting documents and provides advice to schools on the guidelines in respect of the Public Private Partnership
- develops, manages and reviews processes and guidelines that support the management and administration of the Public Private Partnership contract
- undertakes quality assessment of contract documents and submissions and completes quality assurance of contract and procurement approval procedures and processes in relation to the WA Schools Public Private Partnership

### **Management and Branch Support**

- monitors and manages staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy
- manages staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy
- 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.

### **Customer and Stakeholder Management and Liaison**

- represents the Infrastructure Division on working groups and committees on matters pertaining to infrastructure services and facilities contracts and agreements
- provides support to the Director in responding to Ministerials and parliamentary questions
- provides proactive and timely advice, briefings notes and reports to stakeholders on matters relating to infrastructure services and facilities contracts and agreements
- provides support to the Director with the development of the Asset Investment Plan and other reporting
- 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.

### **Selection criteria**

1. Demonstrated extensive understanding of and experience in facilities management and delivery through contracts.
2. Demonstrated highly developed written communication skills with experience in preparing complex contracts, briefing notes and reports.
3. Demonstrated high-level oral and interpersonal communication skills with the ability to negotiate and consult effectively at senior levels in the private and public sectors.
4. Demonstrated high-level conceptual and analytical skills, with the ability to provide innovative solutions to complex problems and issues.
5. Demonstrated skills in providing leadership and working collaboratively to manage a range of complex projects.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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            21 February 2019  
Reference    D19/0072954