

## Project Support Officer

Capital Works and Maintenance  
Infrastructure

<b>Position number</b>	00039759
<b>Agreement</b>	<a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 4
<b>Reports to</b>	Director (Level 9)
<b>Direct reports</b>	Nil

### 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 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.

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## Key responsibilities

### The Project Support Officer

- provides administrative support to the Principal Project Officer and other team members in the areas of maintenance and minor works, disability access and transportable buildings
- assists in developing information systems that contribute to the development of policy requirements and include local knowledge of existing facilities for the Department
- assists team members in assessing facilities-related needs and compilation of equitable maintenance and minor works programs
- provides support to ensure maintenance and minor works programs and projects are effectively planned, managed, coordinated and monitored
- provides support to team members in responding to Ministerial correspondence and parliamentary questions
- in consultation with Principal and Senior Project Officers provides proactive and timely advice, briefings notes and reports to stakeholders on matters relating to infrastructure services
- 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 managements projects relevant to the Branch
- 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 knowledge of facilities management and relevant government standards.
2. Demonstrated sound communication, interpersonal skills and presentation skills and the ability to build and maintain client relationships and prepare appropriate correspondence.
3. Demonstrated sound conceptual and analytical skills.
4. Demonstrated sound organisational skills with the ability to use initiative and work independently or in a team environment to achieve required project/program outcomes.
5. Demonstrated experience in the use of relevant software packages.

## Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- 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 11 July 2019  
Reference D19/0308984