



Senior Consultant – Land Planning

Asset Planning and Services

Position number	00040018
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 6
Reports to	Principal Consultant – Land Planning (Level 7)
Direct reports	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 communication and 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.

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

Key responsibilities

Specialist Services

- Coordinate all aspects of strategic planning for future public school site requirements, including the development, implementation and maintenance of a strategic plan for all future government school site requirements for the whole of the state.
- Assist with the process for obtaining due diligence site inspections for future school sites, provision of school site planning input into the Department's Geographic Information System planning database and reviewing recommended land use proposals that are located close to primary school sites.
- Consult with the Department of Planning, Lands and Heritage, local authorities, private developers and town planning consultants to develop and maintain the strategic plan.
- Provide advice to developers and town planning consultants on the Department's school site requirements and with the Principal Consultant - Land Planning, approve future proposed school sites.

Branch Support

- Align work practices with the objectives of the branch and works collaboratively with all members within the team to achieve the desired outcomes.
- 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 Directorate committees and working parties.

Customer and Stakeholder Management and Liaison

- Consult with Schooling Planning, Education Regional Offices, local authorities developers and other government departments to resolve school site planning problems and changes.
- 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 highly developed conceptual, analytical and research skills together with the ability to apply strategic thinking, develop strategic options to provide innovative and creative solutions to complex problems and prepare complex reports.
2. Demonstrated considerable knowledge of school site planning principles, issues and government related processes, and urban planning principles, policy and processes.
3. Demonstrated high-level oral and written communication and interpersonal skills with the ability to undertake high-level negotiation, mediation and work as part of a team.
4. Demonstrated skills and experience in liaising effectively with individuals and groups at all levels to achieve required project/program outcomes in a planning context.
5. Demonstrated highly developed computer skills with proficiency in the suite of Microsoft Office products and Geographic Information Systems.

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 6 November 2019
Reference D19/0520039