



Job description

Department of Finance Building Management and Works

Position number 00018469
Senior Building Quality Officer

Position details

Classification level	Level 6
Award/agreement	PSA
Organisation unit	Building Quality
Physical location	Perth Metropolitan Area
This role supervises (FTE)	0

Reporting relationships

Supervisor:

Position number	00024781
Position title	Assistant Director Building Quality
Classification level	Level 8

Our Values

Our people and our values are at the core of the actions, behaviours and decisions we make and shape everything we do at the Department of Finance.

- Inspiring and Influential
- Passionate and Committed
- Honest and Respectful
- Bold and Innovative

Keyword description

Undertakes building design and documentation reviews, research and development of technical guidelines, manuals, templates and project briefs in addition to post occupancy evaluations and heritage advice.

Responsible for project advice and assists project teams of in-house and private sector professionals to plan, deliver and maintain non-residential buildings for Government.

Organisational context

The Department of Finance's vision is driving practical, cost-effective and quality outcomes across government to benefit Western Australians.

The Department of Finance encompasses a variety of businesses:

- Office of the Director General
- Strategic Projects
- Building Management and Works
- Government Procurement
- Office of State Revenue
- Strategy and Coordination
- Corporate Services

This role is positioned within **(Building Management and Works (BMW))**. BMW provides a range of services to deliver the State Government's non-residential building program, using extensive in-house expertise in asset and maintenance planning and project delivery. BMW is committed to ensuring probity, value for money and effective risk management in all aspects of its operations.

BMW activities include construction of Government buildings such as hospitals, schools and police stations, management of major State construction projects, management of maintenance contractors for Government buildings, management of the Government's office portfolio, setting capital works and construction policy and administration of a range of heritage and built environment concerns.

Further information on Finance business units is available by visiting www.finance.wa.gov.au.

Work description

Provides technical advice, including heritage and sustainability to assist project teams of in-house and private sector professionals to plan, deliver and maintain non-residential buildings for the State Government.

Undertakes building design and documentation reviews, research and development of technical guidelines, manuals, standards and templates and post occupancy evaluations of public buildings .

Monitors and ensures compliance with Government agency briefs, policies and processes and facilitates education and awareness where appropriate.

Responsible for the management of client agency briefs including updating and providing technical advice, including the Primary School Brief and Secondary School Planning Guide. Manages consultants providing specialist input to client agency briefs.

Liaises with owner agencies and procurement professionals and maintains relationships.

Co-ordinates and participates in supplier selection processes and evaluations and reporting on performance contracts and consultants

Other

Performs other duties as directed.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Work related requirements

A clear demonstration of the Department's values is a prerequisite for appointments.

Essential:

Extensive professional experience in architecture or equivalent discipline relevant to the duties of this position.

Well-developed communication skills (verbal, written and interpersonal) with the ability to liaise and consult effectively at senior levels in the private and public sectors.

Well-developed problem solving and negotiation skills.

Demonstrated experience in building design, documentation and post occupancy evaluation, research and development of technical guidelines, manuals, standards, templates and agency/project briefs

Demonstrated leadership and management experience.

Desirable:

A tertiary qualification in architecture or closely related building discipline related to the duties of the position.

Sound knowledge of Government procurement policies and practices.

Understanding of asset planning.

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

100 point identification check; and

Criminal Records Screening clearance

Special equipment/requirements

NIL

Certification

Verified by Terry Ancliffe