



# JOB DESCRIPTION FORM

<b>Public Sector Management Act 1994</b>	<b>Salaries/Agreement/Award</b> Public Service Award 1992 Public Service and Government Officers General Agreement 2014 or as replaced
<b>Group:</b> Education Business Services	<b>Effective Date of Document</b> 27 November 2017
<b>Division:</b> Infrastructure	
<b>Directorate:</b> Capital Works and Maintenance	

## THIS POSITION

**Title:** Project Support Officer

**Classification:** Level 4

**Position No:** Generic

**Positions under direct responsibility:**

<b>Title:</b>	<b>Classification:</b>	<b>Position No:</b>	<b>Number of FTEs Controlled:</b>
Support Officer (where applicable)	TBD	TBA	

## REPORTING RELATIONSHIPS

**TITLE:** Director, Capital Works and Maintenance

**LEVEL:** 9

**POSITION NUMBER:** 00028639

**TITLE:** Principal Project Officer

**LEVEL:** 7

**POSITION NUMBER:** Various

This position and the positions of:

<b>Title</b>	<b>Classification</b>	<b>Position Number</b>
Various		

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## 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.

## ROLE

The Project Support Officer:

### Specialist Services

- provides administrative and policy support to Senior Project Officers
- assists in developing databases, documentation relating to capital resource sharing, interpretation of policy requirements and provides local knowledge of existing facilities for the Department.

### Branch Support

- 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
- assists Senior Project Officers in assessing facilities-related needs and compilation of equitable programs for provision of capital works through developing and maintaining databases, interpretation of policy requirements and local knowledge of existing facilities
- assists Senior Project Officers in monitoring schools' needs for transportable accommodation
- assists with documentation relating to capital resource sharing projects, including licences and leases
- provides appropriate advice through briefing notes to the Director General and Minister and delivery of client-focussed response to enquiries school systems, school communities and members of the public, under direction of the Principal Project Officer and/or Senior Project Officers.

### Customer and Stakeholder Support and Liaison

- provides a client-focussed service to the Minister's Office, schools, the community and the public
- maintains a focus on customer service delivery and continuous improvement of services

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- develops and maintains effective communication links and working relationships to ensure access to diverse specialist knowledge.

## **OUTCOMES**

The Project Support Officer is required to demonstrate achievement in relation to the following outcomes:

1. Customer-focussed delivery of facilities and related services are provided to schools and school communities.
2. Capital works needs at schools are priority determined through information systems.
3. Asset management data is monitored and maintained.
4. Capital resource sharing agreements, including licences and leases, are developed, maintained, monitored and processed.
5. Capital works projects' financial management is supported and reported on appropriate systems.
6. Enquiries from the Minister's office, schools and members of the public are responded to in an accurate, informative and timely manner.
7. Customers and other stakeholders are satisfied with services and support provided by the Branch.
8. Communication with staff at all levels across EBS and the Department is effective, clear and concise.

## **SELECTION CRITERIA**

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

1. Demonstrated knowledge of and experience in the negotiation and preparation of licence and lease agreements associated with capital resource sharing projects.
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**

Employees will be required to obtain a current Department of Education Criminal Record Clearance prior to commencement of employment.

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## **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 27 November 2017**  
**TRIM REF # D17/0507761**