

## Project Officer – Water Management

### Environmental Services

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| <b>Position number</b> | 00040671  |
| <b>Agreement</b>       | <a href="#">Public Sector CSA Agreement 2019</a> (or as replaced) |
| <b>Classification</b>  | Level 4   |
| <b>Reports to</b>      | Senior Project Officer – Water Management (Level 6)               |
| <b>Direct reports</b>  | Nil   |

#### Context

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.

For further information, please visit the [Department](#) website.

#### Key responsibilities

##### Specialist Services

- Undertake research and provide input into the development, implementation and evaluation of policies, guidelines and other tools for the sound management of water management issues at Department sites.
- Develop, update, maintain and review water management databases, information systems and registers.
- Undertake investigations and assess and report on water management matters.
- Research information on changes to water management regulatory requirements, update documentation and provide advice and support to the Senior Project Officer – Water Management and Manager Environmental Services.
- Provide advice, support and information to schools to ensure water management issues are identified and addressed in line with legislative and Department of Health requirements.
- Liaise with relevant stakeholders on water management issues.

- Work in a team environment to ensure that water management issues are identified and assessed according to policy, criteria and protocols.
- Contribute to the development and preparation of reports, briefings and ministerial requests relating to water management matters.
- Support independent consultants to complete investigations and reviews.
- Prepare responses to enquiries from schools, stakeholders and members of the public.

### **Branch Support**

- Assist in ensuring compliance with Branch and Division policies, procedures and standards.
- Contribute to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services (EBS) goals and facilitates accomplishment of designated roles and deliverables.
- Participate in performance management activities to ensure development meets personal goals and business needs.
- Contribute to change management projects relevant to the Directorate.
- Represent the Directorate, as required, on inter and intra agency committees and working parties.

### **Customer and Stakeholder Support and Liaison**

- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Build alliances with customer, stakeholders, interest groups and across EBS to enable development, acceptability and achievement of designated outcomes and to promote service capabilities.
- Develop and maintain effective communication links and working relationships within the Division and across the Department to ensure access to diverse specialist knowledge.

### **Selection criteria**

1. Demonstrated knowledge and understanding of water management regulatory requirements and experience in undertaking investigations and maintaining databases, information systems and registers.
2. Demonstrated well developed interpersonal and verbal communication skills to undertake consultation, collaboration, negotiation and build effective working relationships with key internal and external stakeholders.
3. Demonstrated well developed written communication skills, including experience in contributing to reports, briefing papers and responses to Senior Executive and/or Ministerial requests.
4. Demonstrated skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations, including timeliness.
5. Demonstrated sound analytical and conceptual skills to provide innovative solutions to complex problems.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- hold a current Western Australian 'C' Class driver's licence and be prepared to travel to regional areas when requested
- 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            4 September 2020  
Reference    D20/0453075