



# 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>	<b>Education Business Services</b>	<b>Effective Date of Document</b> 7 November 2017
<b>Division:</b>	<b>Infrastructure</b>	
<b>Directorate:</b>	<b>Capital Works and Maintenance</b>	

<b>THIS POSITION</b>	
<b>Title:</b>	<b>Senior Project Officer</b>
<b>Classification:</b>	<b>Level 6</b>
<b>Position No:</b>	<b>Generic</b>
<b>Positions under direct responsibility: Nil</b>	

<b>REPORTING RELATIONSHIPS</b>		
<b>TITLE:</b>	Director, Capital Works and Maintenance	
<b>LEVEL:</b>	9	
<b>POSITION NUMBER:</b>	00028639	
<b>TITLE:</b>	Principal Project Officer	
<b>LEVEL:</b>	7	
<b>POSITION NUMBER:</b>	Various	
<b>This position and the positions of:</b>		
<b>Title</b>	<b>Level</b>	<b>Position Number</b>
Project Support Officer	4	Various

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Senior Project Officer	Level 6	Generic	7 November 2017

## 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 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 is responsible for the planning, construction and maintenance of the Department's schools and building facilities. Infrastructure services and supports:

- school and facility planning
- capital works on new and existing schools
- maintenance of existing schools
- management and operational support of school facilities and resources.

## ROLE

The Senior Project Officer:

### Specialist Services

- manages the coordination, planning, design and development of capital works projects within the Department
- provides advice and support services to schools within a specific geographical region, ensuring building and related needs are identified and assessed in line with Departmental policy, criteria and equity issues
- ensures the outcomes of projects and programs meet contemporary education standards to enable quality educational facilities to be delivered to clients
- ensures the assessment of facilities related needs is consistent across the Department
- develops and prepares reports, briefings and ministerial requests relating to capital works
- compiles equitable programs for provision of capital works and appropriate facilities management
- provides recommendations through briefing notes to the Director General and Minister and the delivery of client-focussed responses to enquiries from school communities and members of the public.

### Branch Support

- works in a team environment to ensure that building related needs are identified and assessed according to central office policy, criteria and issues
- provides information, advice and support to the Principal Project Officer and, as required, to the Director
- contributes to the management of the Directorate
- 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

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deliverables

- contributes to change management projects relevant to the Directorate
- represents the Directorate, as required, on Directorate committees and working parties.

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

- liaises, consults and negotiates with key external stakeholders and interested parties
- 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.

#### **OUTCOMES**

The Senior Project Officer is required to demonstrate achievement in relation to the following outcomes.

1. Capital works projects related to school buildings and facilities are customer focussed and delivered on time and within budget.
2. Contemporary education standards are supported and maintained through the delivery of quality educational facilities.
3. Consistency is applied in the assessment of facilities related needs.
4. The implementation of physical assets initiatives and priorities are competently managed.
5. The Directorate and the Department are represented on internal and external forums and committees professionally and appropriately.
6. Ministerial, general correspondence, reports and briefings are delivered in a professional, accurate 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 the position.

1. Demonstrated substantial experience in project management, including the ability to deliver agreed outcomes within specified timeframes.
2. Demonstrated highly developed oral and written communication skills, including the ability to prepare quality reports and briefings and to deliver presentations to a variety of stakeholders.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative input into strategic planning and the development and implementation of key projects and policies.
4. Demonstrated highly developed research and investigation skills.
5. Demonstrated highly developed ability to be flexible and organised and to provide an effective consultancy service within budget in a customer-focussed manner and to work collaboratively in a team.

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6. Demonstrated substantial understanding of schools facilities, particularly in relation to needs assessment.

**ELIGIBILITY**

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

**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 07/11/2017**

**TRIM REF # D17/0472275**