

Manager, Strategic Projects

Capital Works and Maintenance

Position number	00039651
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 8
Reports to	Director, Capital Works and Maintenance (Level 9)
Direct reports	Senior Project Support Officer (Level 5)

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 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.

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

Key responsibilities

Leadership and Management

- Ensures that strategic asset management timelines and outputs are consistent with the strategic business priorities and objectives of the Department and Government.

- Contributes to the strategic management and leadership of the Directorate.
- Develops plans and systems to deliver designated outcomes and to promote service capabilities.
- Deploys resources, including people, financial, physical and information to ensure they are available to address the Directorate's strategic plans, contractual obligations and other organisational priorities.
- Provides leadership, supervision and support of staff, and encourages and assists with the development and implementation of asset management processes.
- Manages the delivery of quality and professional business and customer services.
- Creates 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.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Customer and Stakeholder Management

- develops and maintains effective communication links and working relationships to provide information on business and service reform matters and processes.
- Strategically consults, liaises and negotiates with government, Senior Executives, Ministers and Members of Parliament, public/private organisations and internal and external stakeholders on strategic asset management plans, asset planning and accommodation outcomes.
- Engages with stakeholders on strategic asset management programs, asset planning and accommodation management within the context of the responsibilities of the position.
- Maintains a strong focus on customer service delivery and continuous improvement of services.
- Builds strategic alliances with customers, stakeholders, interest groups and across EBS to enable development, acceptability and achievement of designated outcomes and to promote service capabilities.
- Establishes and maintains effective partnerships and networks with key internal and external stakeholders for negotiating and collaborating to achieve Directorate outcomes and to ensure access to diverse specialist knowledge.
- Represents the Department, as required, on across Government committees and working parties.

Specialist Services

- Leads the development of a strategic project in partnership with Department of Finance – Building Management and Works to improve the delivery of school asset management.
- Manages strategic projects, including the development of policies, plans, systems and strategies to deliver agreed outcomes.
- Provides expert strategic advice on developing and transforming process, culture and relationships to achieve a shared vision between identified State Government Departments.
- Coordinates the development of a plan to transform process, culture and relationships.
- Ensures compliance with policy and statutory requirements such as the Financial Management Act 2006, Treasurer's Instructions and Public Sector Standards.

Selection criteria

1. Demonstrated substantial knowledge and experience in project management within a facilities development/maintenance environment, including management of human, physical, financial, technological and information resources.
2. Demonstrated high-level skills and experience in the provision of asset planning and related management services.
3. Demonstrated high-level skills and experience in policy and strategy development and implementation.
4. Demonstrated high-level verbal and written communication and interpersonal skills to effectively liaise with key internal and external stakeholders at a senior level and to build strong relationships.
5. Demonstrated high-level conceptual, analytical and research skills, including the ability to develop solutions to complex problems.
6. Demonstrated high-level skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations.

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 8 April 2020
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