

Project Support Officer

Asset Planning and Services

Position number	00040965
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Senior Project Officer, Infrastructure Reform (Level 6)
Direct reports	Nil

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.

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 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, water management, statistical and demographic planning services, and property management.

The Infrastructure Reform Branch is part of the Asset Planning and Services Directorate.

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

Key responsibilities

Specialist Services

- Provide administrative support for state-wide infrastructure reform projects and programs.

- Develop and maintain effective record management systems, project templates, databases and other support resources.
- Provide relevant advice and guidance on project timelines and prepare relevant reports on outstanding activities, issues and other matters affecting reform outcomes.
- Assist with the preparation of Ministerials, briefing notes, reports, submissions, correspondence and presentations.
- Ensure consultant contracts for ongoing and new reform initiatives comply with financial legislation, public sector state supply and Department policies.
- Develop and maintain effective project, contract and payment controls.

Business Support

- Ensure integrity of infrastructure data, analyse data and produce effective and timely reports.
- Contribute 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.
- Contribute to change management projects relevant to the Branch.
- Represent the Branch, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison

- Liaise with school staff, stakeholders and contractors on infrastructure reform program related matters and contribute to the development of positive working relationships.
- Provide advice and information to stakeholders on matters related to infrastructure reform programs and projects.
- Maintain a focus on customer service delivery and continuous improvement of services.

Selection criteria

1. Demonstrated skills and experience in project management, including the ability to simultaneously manage multiple project tasks and activities within time and budget constraints.
2. Demonstrated well developed written, oral and interpersonal communication skills to undertake collaboration and build and maintain effective working relationships with key internal and external stakeholders.
3. Demonstrated sound analytical and conceptual skills to provide innovative solutions to complex problems.
4. Demonstrated well-developed computer application skills and experience in the development and use of spreadsheets and databases.
5. Demonstrated well-developed organisational skills, including the ability to meet deadlines and identify priorities.

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 14 December 2020
Reference D20/0650036