



Project Officer Capital Works and Maintenance

Position number	00041379
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 5
Reports to	Manager Strategic Projects (Level 8)
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.

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.

The Sustainability Unit within Capital Works and Maintenance Directorate is responsible for bringing together all the sustainability activities currently being delivered across the organisation under a unified and strategic systems approach at public schools across the State.

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Key responsibilities

Specialist Services

- Assist with the planning, implementation and evaluation of sustainability projects.
- Contributes to the review of the program, with a focus on determining the priority and provision of specific projects within the program.
- Provide specialist advice and support to all levels of staff on matters relating to the sustainability program.
- Assist in developing, monitoring and managing project databases relating to sustainability in the context of school operations.
- Undertake special projects and evaluations.

Branch Support

- Contribute to a work environment that is safe, fosters equity and diversity, enables achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to service improvement projects relevant to the Directorate.
- Represent the Directorate on committees and working groups as required.

Customer and Stakeholder Support and Liaison

- Assists in developing schools understanding of and capacity to manage and implement sustainability projects.
- Collaborate and negotiate with all key stakeholders involved in sustainability projects.
- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Establish and maintain effective communication links and working relationships within the EBS Group and across the Department to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated considerable experience and knowledge of processes relating to the management and implementation of sustainability projects.
2. Demonstrated skills and experience in relevant project management software applications.
3. Demonstrated well developed written, oral and interpersonal communication skills with the ability to consult, negotiate and maintain collaborative partnerships with a wide range of stakeholders.
4. Demonstrated skills and experience in providing a high-level customer-focused service.
5. Demonstrated well developed project planning and management skills, including proven ability to use initiative, prioritise work, meet agreed targets and deliver agreed results in a timely and efficient manner.

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 11 May 2021
Reference D21/0248641