

Environmental Services Officer

Asset Planning and Services

Position number	00039326
Agreement	Public Sector CSA Agreement 2021 (or as replaced)
Classification	Level 3
Reports to	Senior Contracts Coordinator (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.

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 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.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Provide advice and support to schools on matters relating to school grounds maintenance, with a focus on turf management, including undertaking site visits when necessary.
- Assist the Senior Contracts Coordinator in evaluating and reporting on turf issues on school grounds through on-site inspections.
- Liaise with Departmental staff with respect to issues relating to turf on school grounds.
- Undertake research and provide technical advice on turf issues.
- Contribute to the development of policies and procedures relating to Strategic Asset Services with a focus on Facilities Contracts.
- Provide administrative support to Facilities Contracts, including monitoring contract budgets, payment of accounts, financial record keeping and arranging quotations.
- Assist with preparation of correspondence, reports, ministerials and briefing notes.
- Develop and maintain effective communication links and working relationships with internal and external stakeholders.

Selection criteria

1. Demonstrated experience and knowledge in turf management, including the ability to monitor, evaluate and report on turf management standards in schools.
2. Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise effectively with a wide range of individuals at all levels.
3. Demonstrated sound problem solving skills with the ability to think clearly and use initiative.
4. Demonstrated well developed computer skills, including experience in data management, database applications and spreadsheets.
5. Demonstrated sound 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
- hold or obtain a valid Western Australian Driver's Licence
- 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 23 November 2021
Reference D21/0694108