



Property Coordinator

Asset Planning and Services

Position number	00039349
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 5
Reports to	Principal Consultant Property and Contracts (Level 7)
Direct reports	Gardener / Handyperson (Level 2)

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

Specialist Services

- Liaise and negotiate with tenants regarding properties, facilities, leases and services issues.
- Develop, maintain and communicate quality procedures in relation to a range of properties and facilities.
- Prepare or obtain specifications of internal Department structures and keep up-to-date information, including up-to-date floor plan diagrams and schematics.
- Assist with and liaise on the preparation and submission of technical specification documents for expressions of interest and tendering process.
- Undertake special projects and evaluations and liaises with the Network Administrator in the resolution of telecommunication network issues.
- Facilitate a safe workplace and liaises with internal and external stakeholders regarding occupational safety and health issues.
- Act as the internal project manager or client for the duration of contracts by coordinating projects and contractors while on site.
- Prepare budgets and monitor budget performance.
- Manage tasks and projects regarding leases, building management, property management and related issues.
- Assist with the purchase of goods and services and the management of office equipment assets for the Department.

Branch Support

- Provide advice and support to the line-manager on key issues.
- 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.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- 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 and negotiate with senior managers and Directorate personnel.
- Ensure the provision of quality advice to clients and timely customer service.
- Liaise with ICT in respect of provision of the Department's operational modifications.
- Provide technical and administrative support and advice with regard to restructures and internal reconfigurations.
- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships within the Division and across the Department to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated considerable skills and experience in property, lease and/or facilities management to produce the position's deliverables.
2. Demonstrated conceptual research and analytical skills, including the ability to provide innovative responses to resolve workplace issues.

3. Demonstrated highly developed written communication, interpersonal and negotiation skills, including the ability to establish and maintain good client relationships and provide quality client service.
4. Demonstrated proven skills and experience in setting and achieving Branch and/or client priorities within agreed timelines, including the ability to manage competing demands and to manage multiple, diverse projects.

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 23 November 2021
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