

## Project Support Officer - Grounds

### Asset Planning and Services

<b>Position number</b>	00040352
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 3
<b>Reports to</b>	Senior Contracts Coordinator (Level 6)
<b>Direct reports</b>	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 communication and 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.

For further information, please visit the [Department's](#) website.

## Key responsibilities

- Develop, maintain and monitor databases, reconcile records and analyse data to meet reporting and operational obligations relating to school grounds maintenance .
- Quality assure and audit projects and project records to ensure reporting systems are accurately maintained and performance indicators of key priorities are tracked.
- Provide general information, advice and assistance to stakeholders on administrative and operational processes and procedures via the telephone, email and during school visits.
- Develop and maintain effective communication links and working relationships to internal and external clients and stakeholders.
- Assist with the production of documentation for school ground mowing service contracts, including project plans, monthly reports, project variations and schedule information.
- Research and identify effective risk management strategies to ensure project outcomes are achieved.
- Provide administrative support to the branch, including preparation of reports and coordination of project components to ensure deadlines are met.

## Selection criteria

1. Demonstrated sound written, verbal and interpersonal communication skills, including the ability to liaise with individuals at all levels..
2. Demonstrated knowledge and considerable experience in the delivery of project-based administration support services.
3. Demonstrated ability to initiate, develop and maintain effective partnerships with a range of stakeholders.
4. Demonstrated well developed computer skills including experience in data management, database applications and spreadsheet manipulation.
5. Demonstrated research analytical and problem solving skills with the ability to use initiative to identify priorities and meet conflicting deadlines.

## 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.
- have a current Western Australia 'C' class drivers license and be prepared to travel to regional areas when requested to undertake duties as per the JDF

## Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

## ENDORSED

Date            7 April 2020  
Reference    D20/0190167