



Senior Project Officer

Asset Planning and Services

Position number	00040966
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 6
Reports to	Manager, Infrastructure Reform (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.

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.

Key responsibilities

Specialist Services

- Contribute in the coordination, ongoing planning, design and development of the infrastructure information management systems.

- Manage and maintain infrastructure information management and reporting systems.
- Contribute to the implementation of infrastructure reform programs, projects and initiatives, ensuring the outcomes meet identified goals and are delivered on time and within budget.
- Undertake analysis regarding the implementation and resolution of functional and process changes for information management systems relating to school infrastructure services and provide recommendations.
- Develop strategies, procedures and tools that support the implementation of the infrastructure reform projects and ongoing application of the systems and processes.
- Prepare and coordinate reports, submissions and briefings relating to the project initiatives.

Branch Support

- Provide information, advice and support pertaining to infrastructure reform project to the Manager, Infrastructure Reform.
- 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 Directorate.
- Represent the Directorate, as required, on committees and working parties.

Customer and Stakeholder Support and Liaison

- Consult, negotiate and provide advice to business units regarding enhancements and solutions to ensure information management systems continue to be fit for purpose and user friendly for customers.
- Provide specialist advice and support to internal and external customers relating to the implementation of and the effectiveness of infrastructure reform programs, projects and initiatives.
- Liaise with Department staff regarding process redesign, system development and testing, delivery and implementation for new and existing infrastructure information management systems.
- Maintain a focus on customer service delivery and continuous improvement of services.

Selection criteria

1. Demonstrated well developed skills and considerable experience in the provision of user friendly and integrated information management systems and substantial knowledge of contemporary asset management methodologies and practices.
2. Demonstrated highly developed project management skills, including management of timelines and physical and financial resources.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to identify problems and provide overviews and strategies to address them.
4. Demonstrated highly developed written, oral and interpersonal communication skills, including the ability to collaborate, liaise and negotiate with individuals at all levels.
5. Demonstrated capacity to provide leadership and a customer-focused service.

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 7 December 2020
Reference D20/0628973