



Principal Consultant Land Acquisition

Asset Planning and Services

Position number	00042799
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 7
Reports to	Manager, Land and Property Management (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 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 provision of facilities (land, buildings and equipment,) which include demographic forecasting and facilities planning, strategic asset management, capital works programs and the maintenance and minor works programs.

The Asset Planning and Services Directorate is responsible for long term planning land, development of strategic asset plans, policies and processes within an asset planning framework 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 to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Coordinate strategic planning for the Department's land portfolio and assist with identification of future land needs, ensuring procedures are in place to protect the land identified.
- Develop, implement and review policies, procedures and guidelines that address the management of the Department's land assets.
- Represent the Department in the negotiation and sales with private owners, property developers, Department of Planning, Lands and Heritage and Landgate.
- Facilitate the valuation process for the Department's land and property portfolio within expected timeframes and in line with audit requirements.
- Prepare budgets for land acquisitions and disposals.
- Manage the financial performance of individual projects and report regularly on the performance and financial outcomes of the land portfolio.
- Manage clearances in relation to native title, heritage (cultural and building) and environmental (soil, flora and fauna) issues.
- Research and provide advice in response to identified zoning and statutory planning changes and issues.
- Assist in managing, developing and maintaining the Department's land management information systems.

Management and Branch Support

- Provide leadership to the Land Acquisition team to effectively manage the Department's land acquisition and disposal program.
- 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 Branch.
- Represent the Branch, as required, on EBS committees and working parties.

Customer and Stakeholder Management and Liaison

- Communicate and negotiate with vendors, solicitors, settlement agents, Crown Solicitor's Office, Valuer General's Office and schools to arrange for the acquisition or disposal of land, and to ensure land settlements are contractually sound.
- Liaise with public and private sector agencies regarding acquisition, subdivision, tenure of land and future Departmental land needs.
- Liaise with community members, local government authorities and developers to resolve land related problems and issues.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated extensive knowledge and understanding of asset and contract management principles, issues and government related processes, including the acquisition and disposal process for government real estate.
2. Demonstrated extensive experience in and knowledge of the land and/or property industries and associated matters.
3. Demonstrated strategic leadership skills to manage and respond effectively to business priorities and optimising the performance of individuals and teams.

4. Demonstrated extensive experience in managing the financial performance of individual projects and reporting on the performance and financial outcomes of the land and property portfolio.
5. Demonstrated highly developed conceptual and analytical skills together with the ability to provide innovative and creative solutions to complex problems.
6. Demonstrated high-level interpersonal, communication and negotiation skills across a broad range of settings within the public and private sectors and school communities.

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 3 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 6 months of appointment.
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 16 November 2022
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