



Senior Asset Services Consultant

Strategic Asset Services

Position number	00038242
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 6
Reports to	Manager, Strategic Asset Services (Level 8)
Direct reports	Facilities Management Support Officer – Hygiene (Level 4) Facilities Management Support Officer – Grounds (Level 4) Training Coordinator, Environmental Services (Level 4)

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 for more information about the Department of Education.

Key responsibilities

Specialist Services

- Provide strategic advice, training, information and support on best practice facilities management, with a focus on hygiene and grounds, in schools to all stakeholders.
- Undertake research and investigate opportunities to provide schools with cost effective, sustainable and efficient ways to manage their hygiene and grounds.
- Develop hygiene and grounds related policy, tools, information, templates, processes and procedures for schools to access and implement.
- Support schools by providing specialist advice to improve school's hygiene and grounds management.
- Contribute as the subject matter expert to tender and contract negotiation processes.
- Contribute as the subject matter expert to the establishment and resourcing of hygiene and grounds management staff and service providers to schools.
- Support the contracts team in the review of contracts and investigation of non-performance by service providers.
- Oversee and manage information systems and databases.
- Provide support to the development and implementation of works programs and reform initiatives.

Branch Support

- Lead and manage the Asset Services Team.
- Coordinate and monitor the activities of the team to provide a high-quality service to customers.
- Assist in ensuring compliance with the Branch and Division's policies, procedures and standards.
- 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.
- Participate in performance management activities to ensure your development meets your personal goals and business needs.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant industrial instruments 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.

Customer and Stakeholder Support and Liaison

- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Build alliances with customers, stakeholders, interest groups and across EBS to enable development, acceptability and achievement of designated outcomes and to promote service capabilities.
- Develop and maintain effective communication links and working relationships within the Division and across the Department to ensure access to diverse specialist knowledge.
- Represent the Branch, as required, on intra and inter agency committees and working parties.

Selection criteria

1. Demonstrated well developed understanding of and experience in developing and evaluating policies, procedures and facilities management systems in the context of schools and the delivery of education.
2. Demonstrated well developed interpersonal and communication skills to undertake consultation, collaboration, negotiation and presentations and to build effective relationships with key internal and external stakeholders.
3. Demonstrated well developed written communication skills, including experience in developing presentations and contributing to reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
4. Demonstrated well developed skills and experience in achieving outcomes and delivering quality services consistent with customer needs and defined quality expectations, including timeliness.
5. Demonstrated well developed analytical and conceptual skills to provide innovative solutions to complex problems.

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 18 October 2022
Reference D22/0629637