

DEPARTMENT OF EDUCATION - INFRASTRUCTURE DIVISION

Key responsibilities

POSITION	Executive Support Project Officer	Senior Project Officer	Senior Project Officer (2 roles)	Senior Asset Services Consultant	Principal Consultant Land Acquisition	Principal Consultant Data and Information
Division/Directorate	Infrastructure	Asset Planning and Services	Capital Works and Maintenance	Asset Planning and Services	Asset Planning and Services	Asset Planning and Services
Level	Level 5	Level 6	Level 6	Level 6	Level 7	Level 7
Vacancy type	Temporary 12-24 months	Fixed Term 12 months	Permanent (2 roles)	Permanent	Permanent	Permanent
Key responsibilities	Assists with the development, implementation and management of initiatives, programs, projects and strategies in the Infrastructure Division. You will assist with the preparation of reports, including project plans and documents, and will interpret and analyse relevant data and report on progress of key projects and initiatives.	Manages and maintains infrastructure information management and reporting systems, and also undertakes analysis regarding the implementation and resolution of functional and process changes for information management systems for school infrastructure services and provides recommendations.	Manage the coordination, planning, design and development of capital works projects. You will provide advice and support services to schools ensuring building and related needs are identified and also ensuring that projects and programs meet the Department's standards.	Provide strategic advice, training, information and support on best practice facilities management with a focus on hygiene and grounds, in schools to all stakeholders. You will also research and investigate opportunities to provide schools with cost effective and sustainable ways to manage hygiene and grounds.	Responsible for the strategic planning and coordination of the Department's land portfolio and assists with identification of future land needs. You will also represent the Department in the negotiation and acquisitions with private owners, property developers, Department of Planning, Lands and Heritage and Landgate and facilitate the valuation process for the Department's land and property portfolio and contribute to the preparation of budgets for land acquisitions and disposals.	Performs specialist business intelligence, analytics and reporting services for the Infrastructure Division. It also oversees the operations of developed information and compliance systems and manages contracts with software vendors and information providers. You will also develop, manage and supervises the work of service contractors and staff to develop smaller software applications or automate processes to collect, share and report asset information with schools and staff.
Key skills/experience	You will need well developed project planning, coordination and evaluation skills and also have the ability to identify problems and generate strategies to address them.	You will need experience in the provision of integrated information management systems and substantial knowledge of contemporary asset management methodologies and practices. We also need you to be able to identify problems and provide overviews and strategies to address them.	You will need skills and experience in project management as well as a good understanding of infrastructure facilities, particularly in relation to needs assessment and the development and implementation of key projects.	You will be motivated to deliver quality services consistent with customer needs and have strong conceptual and analytical skills allowing you to provide innovative solutions to complex problems. You will also be skilled in consultation, collaboration and negotiation with diverse stakeholders and have experience in developing and evaluating policies and procedures.	You will have 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. You will also be experienced in managing the financial performance of individual projects and reporting on the performance and financial outcomes of the land and property portfolio.	You will have extensive experience developing, coordinating and maintaining large scale information systems in a complex business environment. You will also have experience planning, implementing and managing systems and data integration throughout the data lifecycle to deliver connected business analytics and reporting.