



## Leasing Administration Officer

### Asset Planning and Services

<b>Position number</b>	00038404
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 3
<b>Reports to</b>	Principal Consultant Property and Contracts (Level 7)
<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.

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

### Specialist Services

- Undertake daily administration of the Department's lease and licence portfolio.
- Manage the lease and licence database and ensures it is accurate and kept up to date.
- Review new leases and licences for lease terms and conditions and develops processes to ensure key obligations are met by the Department and lessees.
- Manage the financial aspects of the leases and licences, including rent and variable outgoing payments.
- Monitor rent review dates, initiate Consumer Price Index rent reviews and notify the Senior Property Coordinator when other rent reviews are required.
- Monitor and notify staff of lease and licence renewal dates.
- Develop reports to ensure key staff within Infrastructure are kept updated with the status of the leases and licences and associated budgets within the Department.
- Research and gathers information to inform the completion of annual departmental budgets, rent reviews and reports.
- Alert the Principal Consultant Property and Contracts to issues, risks and potential breaches.
- Complete general administration tasks to support the Directorate, including ordering stationery, booking travel and accommodation, recruitment and payroll administration, asset audits and responds to enquiries and general correspondence.
- Undertake research that contribute to the development of parliamentary and ministerial responses.

### Branch Support

- Contribute to the Directorate achieving its goals and outputs.
- Participate in performance management activities to ensure development meets personal goals and business needs.
- 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.

### Customer and Stakeholder Support and Liaison

- Contribute to the development and maintenance of a strong working relationship with principals and managers across the Department.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.
- Represent the Branch, as required, on EBS committees and working parties.

## Selection criteria

1. Demonstrated skills and practical experience in property or financial administration.
2. Demonstrated skills and experience in accurately maintaining and monitoring key information.
3. Demonstrated ability to achieve outcomes and deliver quality products and services consistent with Department and school needs and defined quality expectations, including timeliness.
4. Demonstrated sound interpersonal and verbal communication skills to undertake consultation, collaboration, negotiation and build effective relationships with key internal and external stakeholders on commercial contracting issues.

5. Demonstrated sound written communication skills, including experience in contributing to reports, briefing papers and responses to Senior Executive and/or Ministerial/Parliamentary requests.
6. Demonstrated sound 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 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            4 February 2020  
Reference     D19/0581260