



Contract Manager – WA Schools Public Private Partnership Capital Works and Maintenance

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| Position number | 00039420 |
| Agreement | Public Sector CSA Agreement 2021 or as replaced |
| Classification | Level 7 |
| Reports to | Manager, Maintenance and Program Delivery (Level 8) |
| Direct reports | Contracts Coordinator Public Private Partnership (Level 5) |

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 is responsible for the planning, construction and maintenance of the Department's schools and building facilities. Infrastructure services and supports:

- school and facility planning
- capital works on new and existing schools
- maintenance of existing schools
- management and operational support of school facilities and resources.

For further information about the Department of Education, please visit: education.wa.edu.au.

Key responsibilities

Specialist Services

- Lead a team to manage infrastructure services and facilities contracts and agreements, including management of the operations phase of the WA Schools Public Private Partnership Project.
- Facilitate, and manage complex and/or high-risk facility services and facilities management, including procurement planning, contract formation, contract documentation and evaluation in consultation and collaboration with Department stakeholders.
- Establish third-party use of school premises guidelines and supporting documents and provide advice to schools on the guidelines in respect of the Public Private Partnership.
- Develop, manage and review processes and guidelines that support the management and administration of the Public Private Partnership contract.
- Undertake quality assessment of contract documents and submissions and complete quality assurance of contract and procurement approval procedures and processes in relation to the WA Schools Public Private Partnership.

Management and Branch Support

- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- 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 Management and Liaison

- Represent the Infrastructure Division on working groups and committees on matters pertaining to infrastructure services and facilities contracts and agreements.
- Provide support to the Director in responding to Ministerials and parliamentary questions.
- Provide proactive and timely advice, briefings notes and reports to stakeholders on matters relating to infrastructure services and facilities contracts and agreements.
- Provide support to the Director with the development of the Asset Investment Plan and other reporting.
- 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 understanding of and experience in facilities management and delivery through contracts.
2. Demonstrated highly developed written communication skills with experience in preparing complex contracts, briefing notes and reports.
3. Demonstrated high-level oral and interpersonal communication skills with the ability to negotiate and consult effectively at senior levels in the private and public sectors.
4. Demonstrated high-level conceptual and analytical skills, with the ability to provide innovative solutions to complex problems and issues.
5. Demonstrated skills in providing leadership and working collaboratively to manage a range of complex projects.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- 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 5 October 2022
Reference D22/0728404