



Manager, Capital Project Delivery

Capital Works and Maintenance

Position number	00042752
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 8
Reports to	Director, Capital Works and Maintenance (Level 9)
Direct reports	Principal Project Officer (x3) (Level 7)

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 and communication 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.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Leadership and Management

- Provide leadership and management of the operations of the Infrastructure Division's asset investment program including governance and risk management for the Department.

- Ensure the development of a high performance and functioning team that is well positioned to deliver the departments' asset investment program.
- Create 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.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.
- Foster culture of continuous improvement

Customer and Stakeholder Management

- Liaise with, and provide advice to, other state government agencies, local government, and internal department of education stakeholders, including school representatives, to respond to strategic directions identified by the Department regarding the planning, design and delivery of public school infrastructure.
- Maintain an ongoing relationship with the Department of Finance to ensure the focus of their capital works service delivery continuously supports the key responsibility of the role of educators.
- Build strategic alliances with internal and external stakeholders and across EBS to enable development, acceptability, and achievement of designated outcomes and to promote service capabilities.
- Establish and maintain effective partnerships and networks with key internal and external stakeholders for negotiating and collaborating to achieve Directorate outcomes and to ensure access to diverse specialist knowledge.
- Represent the department on steering committees, project control groups and other working parties related to the planning, development, design and delivery of the department's asset investment program.

Strategic Direction and Project Delivery

- Provide strategic advice on planning, design and delivery of infrastructure to the Director, Capital Works and Maintenance and Executive Director Infrastructure.
- Oversee project management functions relating to state government investment in education.
- Responsible for input into the preparation of business cases for investment into public school infrastructure in accordance with the Department of Treasury's Strategic Asset Management Framework.
- Responsible for the management of the Department's transportable fleet, including monitoring, reporting and informing business case development for additional transportable buildings.
- Responsible for the management of the Department's transportable relocations program budget and implementation of the program.
- Assist with the development of innovation and design changes in relation to contemporary and emerging pedagogy practice relating to Department infrastructure.
- Analyse trends, identify opportunities and develop strategies to enhance the design, construction methodology and ongoing/lifecycle management of department infrastructure.
- Coordinate departmental responses on legislation, strategy, policy, planning and delivery as they relate to department infrastructure.
- Prepare, commission and review reports, Ministerial briefing notes, business cases, needs and feasibility assessments, publications, and other technical documentation.

Selection criteria

1. Demonstrated substantial knowledge and experience in complex project management within a capital works or facilities management/maintenance environment.
2. Demonstrated high-level skills and experience in the provision of asset planning and related management services.
3. Demonstrated high-level verbal and written communication and interpersonal skills to effectively liaise with key internal and external stakeholders at a senior level.
4. Undertake and support culturally sensitive engagement with Aboriginal organisations, community members and parents/caregivers to build strong relationships and achieve mutually beneficial outcomes
5. Demonstrated high-level conceptual, analytical and research skills, including the ability to develop solutions to complex problems.
6. Demonstrated high-level skills and experience in achieving outcomes and delivering quality products and services consistent with customer needs and defined quality expectations.

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 29 August 2022
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