



Key Responsibilities - Position matrix - Page 1

POSITION	Executive Assistant	Lands Support Officer	Project Support Officer	Contracts Support Officer	Senior Contracts Coordinator
Directorate	Infrastructure	Asset Planning & Services	Asset Planning & Services	Asset Planning & Services	Asset Planning & Services
Level	Level 3	Level 3	Level 4	Level 4	Level 6
Position Nr	PN00011929	PN00011907	PN00040965	PN00043142	PN00043115
Vacancy Type	Permanent	Permanent	Permanent	Permanent	Permanent
Key Responsibilities	You will provide a comprehensive administrative support function to the Executive Director Infrastructure. This will also include the management of office and administrative systems, conducting research and gathering information on matters as directed. You will also be skilled in the provision of a financial support service which will include payment of accounts and arrangement of quotations.	You will assist the team preparing documents in accordance with policies, procedures and guidelines that relate to the registration of interests on crown and freehold land such as transfers, contracts of sale, easements, discharges, deeds of licence and leases. You will also monitor actual financial information against approved land acquisition budgets and ensures proper, accurate and comprehensible financial information is produced for stakeholders.	You will provide administrative support for state-wide infrastructure reform projects and programs which will include the development and maintenance of record management systems, project templates, databases and other support resources. You will also ensure consultant contracts for reform initiatives comply with financial legislation, public sector state supply and Department policies. Ensuring the integrity of infrastructure data, analysis of data and the provision of timely and effective reports will also form part of this role.	You will assist with the management of asset planning and services contracts, including conducting compliance checks against contract specifications and service delivery outcomes. You will also undertake contract administration and maintain contract management databases, schedules and spreadsheets. The review of contract payments for approval, the preparation and development of tender documents and supporting schools using contracted services through the provision of advice, guidance, information and training also forms part of this role.	You will manage asset planning and services contracts for public schools. This will include the development of systems and processes for the effective monitoring of the performance of contractors, including conducting service delivery reviews and evaluations. You will also oversee the contract administration process, including contract payments and contract variations. Responsibilities will also include the provision of specialist advice to management, clients and service providers on contract development, including contract renewal and extension strategies. You will also plan for, design, implement and manage tender processes, complete contract renewal reviews and implement plans to mitigate risks.
Key skills/Experience/Knowledge	You will have considerable knowledge and experience in the provision of administrative support services to senior management, which will also include sound written communication and interpersonal skills. You will also have sound financial management skill with the ability to administer and report on financial systems and budgets. Problem solving skills and the ability to identify priorities and meet conflicting timelines is required.	You will have demonstrated experience in preparing land transfer documents and the process for arranging payments to land settlement agencies. You will also need experience in asset management information systems, records management and the use of word processing and spreadsheet packages. Experience in accounting, budgeting and resource management is required.	You will have demonstrated skills and experience in project management, including the ability to simultaneously manage multiple project tasks and activities within time and budget constraints. You will also have well-developed computer application skills and experience in the development and use of spreadsheets and databases. Sound analytical and conceptual skills to provide innovative solutions to complex problems is also required.	You will have practical experience in the procurement and management of contracts in an operational environment. You will also have demonstrated experience in the use of computerised systems and tools with the ability to report on, review and evaluate system related data to ensure accuracy and compliance. Highly developed conceptual and analytical skills and the ability to identify problems and provide overviews and strategies to address them is required.	You will have a well-developed understanding of and experience in Government procurement and contracting processes as well as practical skills and experience in developing and evaluating policies, procedures and contract management systems. You will also have highly developed interpersonal and communication skills to undertake consultations, collaborations and negotiations and to build effective relationships with key internal and external stakeholders on tender and contract issues.



Key Responsibilities - Position matrix - Page 2

POSITION	Senior Leasing Coordinator	Senior Asset Services Consultant	Principal Consultant Contracts	Principal Consultant Data & Information	Manager, Capital Project Delivery
Directorate	Asset Planning & Services	Asset Planning & Services	Asset Planning & Services	Asset Planning & Services	Capital Works and Maintenance
Level	Level 6	Level 6	Level 7	Level 7	Level 8
Position Nr	PN00043243	PN00038242	PN00043057	PN00042878	PN 00042752
Vacancy Type	Permanent	Permanent	Permanent	Permanent	Permanent
Key Responsibilities	<p>You will negotiate, manage and review property leases and licences held by the Department ensuring compliance with conditions. You will also provide liaison, consultancy and direct point of contact for clients, ensuring effective planning and delivery of accommodation property leasing services. This will include the management of the administration of lease reviews, dispute resolution, property asset and leasing registers and property exit strategies. This role also includes the project management of high-risk property lease and other agreements including procurement planning, documentation and evaluation and lease contract formation, you will also undertake property and facilities management projects for surplus sites, facilities and leased premises.</p>	<p>You will 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. As subject matter expert you will contribute to tender and contract negotiation processes.</p>	<p>You will facilitate, develop and manage complex and/or high risk whole of Department and school-facing contracts including procurement planning, contract formation, contract documentation and evaluation in consultation and negotiation with Departmental stakeholders. You will also undertake probity, compliance and quality assessment of contract documents and submissions and complete quality assurance of contract and procurement approval procedures and processes. The provision of expert advice on strategic procurement, complex contract planning development and management also forms part of this role.</p>	<p>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.</p>	<p>The Manager, Capital Project Delivery position is responsible for providing leadership and management of the operations of the Infrastructure Division's asset investment program, including governance and risk management. This role will be responsible for the development of a high performing and functioning team that will be well positioned to deliver the department's asset investment program.</p> <p>In this position, you will liaise with and provide advice to a diverse range of internal and external stakeholders, and build strategic alliances with internal and external stakeholders to enable development, acceptability and achievement of designated outcomes and to promote service capabilities. You will also oversee project management functions relating to state government investment in education and provide input into the preparation of business cases for investment into public school infrastructure. Program budget management, analysis of trends and development of infrastructure related strategies also forms part of this role.</p>
Key skills/Experience/Knowledge	<p>You will have varied and substantial experience in property leasing management as well as highly developed knowledge of government office accommodation principles and procedures, including lease management processes. You will also have demonstrated resource management and planning skills including financial management and information management and the ability to lead teams. Highly developed interpersonal and communication skills (oral and written), including negotiation and mediation skills and the ability to develop and leverage working relationships with a range of stakeholders to achieved project outcomes will also be required.</p>	<p>You will be motivated to deliver quality services consistent with customer needs and have well developed 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 and facilities management systems.</p>	<p>You will have substantial knowledge and understanding of the public sector contracting framework and experience in developing and managing complex, high-risk contracts. You will also have highly developed written communication skills with experience in preparing complex procurement and technical documents. Highly developed oral and interpersonal communication skills with the ability to negotiate and consult effectively at senior levels in the private and public sectors will also be required.</p>	<p>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.</p>	<p>You will have substantial knowledge and experience in complex project management within a capital works or facilities management/maintenance environment. That will also include high level skills to develop and lead a high performance team to deliver on projects and using your communication and interpersonal skills to liaise with internal and external stakeholders at senior level. You will also have demonstrated the ability to apply analytical and research skills to develop and implement solutions to complex problems.</p>