



Project Officer – Transportable Buildings

Capital Works and Maintenance

Position number	00012190
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 4
Reports to	Project Officer Modular Buildings (Level 6)
Direct reports	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 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

- Provide administrative and policy support to Capital Works and Maintenance.
- Develop and maintain databases.

- Provide interpretation of policy requirements regarding access to transportable accommodation.
- Manage the transportable accommodation program and provide information on existing facilities.
- Is responsible for supporting the Principal Project Officer in providing a client-focussed service to the Minister's Office, schools, the community and the public.
- Assist the Principal Project Officer in the assessment of facilities related needs and the compilation of equitable programs for provision of capital works through development and maintenance of databases, interpretation of policy requirements and local knowledge of existing facilities.
- Undertake negotiation with Central Office staff, Education Regional Offices and schools to identify excess transportable accommodation and assess state-wide accommodation needs.
- Prepare movement notifications to the Department of Finance and advice to affected parties.
- Under direction of the Principal Project Officer, provide appropriate advice through briefing notes to the Director General and Minister and delivers client-focussed responses to enquiries from schools, school communities and members of the public.

Branch Support

- 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.
- Represent the Branch, as required, on EBS committees and working parties.

Customer and Stakeholder Support and Liaison

- 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 sound interpersonal and verbal communication skills with the ability to establish and maintain effective client relationships and provide quality client service to achieve required program/project outcomes.
2. Demonstrated sound written communication and presentation skills, including experience in preparing correspondence to enquiries, reports and briefing notes.
3. Demonstrated sound understanding of local government planning policies.
4. Demonstrated sound understanding and experience in negotiating and managing a large scale asset program.
5. Demonstrated sound conceptual and analytical skills.
6. Demonstrated sound time management and organisational skills with the ability to deliver outcomes on schedule.

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 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 D22/0728447