



Project Officer Executive Support Infrastructure

Position number	00042761
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 5
Reports to	Principal Consultant (Level 7)
Direct reports	Nil

Context

The Education Business Services (EBS) group supports the delivery of high-quality education to students across our State through functions including:

- paying all Department staff and supporting them to procure the goods and services they need planning, building and taking care of the buildings and facilities in which our students learn
- funding all our schools and providing them with appropriate resources and ICT infrastructure
- managing information so decisions are documented and accessible
- upholding and enhancing the Department's reputation by meeting compliance requirements and working effectively with our stakeholders.

The EBS group consists of the divisions of Infrastructure, Finance and Commercial Services, ICT and Business and Customer Services. We are committed to contemporary work practices and adhere to the following service delivery principles:

Responsiveness: We respond to and reflect the needs of our customers.

Flexibility: We are flexible and understand that our customers are not all the same.

Transparency: We are clear and open about our services, processes and decision making.

Accountability: We hold ourselves to high standards and deliver on our commitments.

Collaboration: We work in partnership with our customers.

The Infrastructure Division has responsibility for the planning and provision of facilities (land and buildings), 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

- Assist with the development, implementation and management of initiatives, programs, projects and strategies, as requested by the Executive Director, Infrastructure.
- Support the Division to monitor, evaluate and refine strategies to deliver key projects and initiatives.
- Assist with the provision of professional advice and executive support on a range of initiatives, programs, projects and strategies.
- Assist with the preparation and delivery of reports, including the preparation of project plans and documents, the interpretation and analysis of relevant data and reporting progress of key projects and initiatives.
- Clarify and resolve problems through analysing and interpreting information, considering options, developing practical solutions and discussion with others.
- Identify problems with existing administrative systems, suggest improvements and contribute to the development of improved administrative procedures and processes within the Division.
- Provide support and advice to staff on requirements, ministerial protocols, procedures, standards, and content to facilitate the provision of quality advice within deadlines.
- Collaborate and liaise with internal and external stakeholders on matters relating to identified projects and initiatives.
- Undertake and support culturally sensitive engagement with Aboriginal organisations, community members and parents/caregivers to build strong relationships and achieve mutually beneficial outcomes.

Selection criteria

1. Demonstrated well developed project management skills, including project planning, coordination, implementation and evaluation.
2. Demonstrated well developed written communication skills and the ability to analyse and interpret data and prepare reports and correspondence.
3. Demonstrated well developed verbal communication and interpersonal skills, including the ability to establish and maintain effective working relationships with individuals at all levels.
4. Demonstrated well developed conceptual and analytical skills, including the ability to identify problems and generate strategies to address them.

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.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 23 August 2022
Reference D22/0662474