



Principal Project Officer Capital Works and Maintenance

Position number	Generic
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 7
Reports to	Manager
Direct reports	Various

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

- Implement the capital works program, capital projects, minor works and maintenance, capital resource sharing and matters relating to school facilities.
- Coordinate and contribute to the development and implementation of projects, in particular the research, analysis and development of capital works programs and projects relating to school facilities.
- Provide advice on school facilities and contribute to the improvement of projects and initiatives.
- Ensure facilities meet curriculum driven standards and that these standards are maintained.
- Compile the capital works program and the determination of priority of the provision of specific buildings within localities under its control.
- Negotiate with school staff and communities regarding priority of needs, development of feasibility studies and determines budgets for individual projects.
- Assess demographic changes within localities under its control and present recommendations to the Manager regarding the need for acquisition or disposal of assets, including land and the placement and relocation of temporary classrooms.
- Provide advice to regions on issues relating to the capital works program, minor works, and appropriate facilities management.
- Prepare high level briefings, advice and responses to ministerial enquiries and enquiries from school communities and members of the public.

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 the management of the Directorate.
- Mentor and lead team members in the development and achievement of Branch business goals.
- 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 Directorate committees and working parties.

Customer and Stakeholder Management and Liaison

- Maintain a focus on customer service delivery and continuous improvement of services.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.
- Research, develop and implement financial management training programs and resources for Departmental staff.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated substantial knowledge and understanding of the processes relating to the formation of capital works and maintenance budgets and experience in the management of their implementation, together with knowledge of issues and trends in education facilities planning and implementation.
2. Demonstrated highly developed communication and interpersonal skills, including negotiation, facilitation and consultation skills and the ability to establish and maintain effective working relationships with individuals and groups to achieve required project/program outcomes.
3. Demonstrated highly developed conceptual, analytical and problem solving skills within an organisational management context and the ability to provide innovative solutions to complex problems and issues.
4. Demonstrated highly developed management and leadership skills with the ability to work collaboratively in a team environment and manage a range of complex projects.
5. Demonstrated substantial knowledge and understanding of customer service issues and trends in service delivery.

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

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