



Maintenance Coordinator

Capital Works and Maintenance

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 , or as replaced
Classification	Level 6
Reports to	Principal Project Officer (Level 7)
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 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 for information about the Department of Education.

Key responsibilities

Specialist Services

- Develop, implement and review strategic policy and procedures for maintenance and minor works in schools and the financial management of associated budgets.

- Identify and assess building maintenance and related needs according to central office policy, criteria and equity issues to ensure satisfactory levels and standards are maintained.
- Plan and manage initiatives for the development of innovative and integrated maintenance and minor works programs, including leading and managing State and Commonwealth funded projects.
- Demand a thorough understanding of relevant government policies and standards in order to liaise and negotiate effectively with the Department of Finance – Building Management and Works - as well as other key government and non-agencies, councils and contractors.
- Provide appropriate advice through briefing notes to the Director General, Minister and Corporate Executive, and prepares presentations as required.
- Develop information management systems to enable program information to be captured, analysed and reported.
- Initiate and ensure the ongoing application of continuous quality improvement and research activities including program evaluation, reporting on performance indicators, stakeholder feedback and other relevant customer service outcomes.
- Undertake risk assessments as well as carrying out research and analysis in order to develop strategies and innovative solutions to resolve maintenance issues and concerns.
- Actively participate in, and contribute to, the Department's goals and objectives, particularly in relation to safety.

Branch support

- Provide consultancy and support to senior executives and is the principal link between schools, regional offices and central office for all maintenance and minor works issues, policies and program.
- 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 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 practical experience in leading and managing a program area including resource allocation and reporting.
2. Demonstrated substantial experience in developing and evaluating policies, procedures and information management systems.
3. Demonstrated highly developed strategic planning and change management skills with an ability to coordinate and deliver a strategic customer service.
4. Demonstrated highly developed interpersonal, communication and relationship building skills including negotiation and influencing skills.
5. Demonstrated highly developed research, conceptual and analytical skills, with the ability to provide innovative solutions in developing and implementing key projects.
6. Demonstrated substantial knowledge and understanding of relevant government standards and contemporary trends in the building industry.
7. Demonstrated understanding of schools operations particularly in relation to needs assessment for maintenance and minor works programs.

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
- hold and maintain a current 'C' or 'C.A.' class drivers' licence
- undertake travel throughout the state, including overnight stays in non-metropolitan locations and travelling in small aeroplanes to remote locations as required
- 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

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