



## Position Description

Position Title:	Principal Maintenance Advisor	Classification Level:	8
Position Number:	00031089	Reports to:	00032302, Director Practice
Directorate:	Buildings and Contracts	Supervises:	0-6 FTE
Branch/Section:	Operations / Practice	Location:	Perth Metropolitan Area

### Our Vision

We serve Western Australia to deliver what is needed today to achieve a better tomorrow

### Our Purpose

To lead and deliver services on behalf of the Government and for the benefit of the community



Empathy      Collaboration      Growth      Clarity

### Our Values

Our values define who we are, how we communicate, interact, develop and work together. Our values underpin everything we do.

Our values are **Clarity, Empathy, Collaboration** and **Growth**.

As a central government agency with a State-wide presence, Finance leads and delivers services to the Government, public sector agencies and the community, and places customers at the centre of its focus.

Services include strategic policy advice, building and managing major community infrastructure and government office accommodation, leading, and supporting government procurement, collection of revenue and administration of grants and subsidies, and delivery of corporate services.

### Role summary

Principal Maintenance Advisor undertakes a high-level leadership role in development of maintenance management policy and practices. The role maintains and enhances guidelines and tools for maintenance project managers, provides specialist maintenance management advice and undertakes

functional assurance activities. Consults with Departmental staff and government agencies and maintains positive and effective stakeholder relationships.

The role contributes to the strategic and business planning processes of the Directorate and manages Branch resources and functions. Leads a community of practice team comprising maintenance management, administration, and/or procurement specialists in Buildings and Contracts Customer Teams and across the Department.

### **Your responsibilities**

The successful applicant will be expected to:

#### **Best Place to Work**

- Provide leadership to the Practice team by modelling Finance's values in all interactions to foster an innovative, customer focused, high performing and values-led organisational culture.
- Inspire excellence in Practice team by aligning the team with departmental objectives, capability requirements and customer needs; fostering diversity, flexibility and opportunity; and promoting health and wellbeing.
- Create a safe environment that enables members to flourish, where expectations are clear, where team is open to giving and receiving feedback with an aim to deliver fit-for purpose services aligned with Finance objectives.
- Ensure resources are used efficiently and effectively. This includes understanding team and individual's strengths, recognising achievements and challenging individuals to grow and develop.
- Lead and drive accountability in the team.
- Provide leadership which includes providing ongoing coaching, positive reinforcement and constructive feedback, capability building and management.
- Provide Corporate Executive team with briefings and advice to influence and guide contemporary Practice strategy and implementation.
- Represent Finance on boards and committees.

#### **Customer Centric**

- Work proactively with customers to lead the delivery of relevant, contemporary and professional services and governance.
- Work collaboratively to achieve common goals and best practice, and lead continuous business improvement and innovation.
- Ensure meaningful and appropriate communication with all customers and stakeholders.
- Develop and implement practices that deliver customer centric services required in an ever-changing environment.
- Proactively develop contemporary strategies and policies by identifying and implementing contemporary solutions to real-world Practice situations.
- Proactively guide, influence and manage customer/stakeholder expectations to ensure that deliverables are high-quality, fit-for-purpose and aligned with Finance objectives.

#### **Outcomes Focused**

- Responsible for leading and motivating staff in the development and achievement of Buildings and Contracts business goals and objectives, particularly in relation to maintenance management practices.

- As a member of the Practice Directorate, has a shared responsibility for the operations and outcomes of the Directorate and the Operations Division.
- Develop staff, share maintenance management expertise, and support the efficient and effective delivery of services to client agencies.
- Provide proactive and timely advice to the Director, General Manager, Executive, Finance business units and other stakeholders in relation to maintenance management matters.
- Aim that resources including financial, physical, technological and information requirements are efficiently applied to maintain a high-level of service delivery.
- Provide specialist maintenance management advice in relation to foundational and complex matters, and where necessary, training.
- Conduct business planning and scope allocated business improvement projects, including identifying and progressing new initiatives.
- Liaise with senior national and international maintenance management professionals to promote and implement leading practices.
- Represent Buildings and Contracts and the Department in maintenance management related workshops, reference groups etc, and provides feedback on behalf of Buildings and Contracts and the Department on related discussion papers, policies etc.
- Lead the management and development of maintenance management guidance information for Buildings and Contracts, consistent with the Government's and Departmental policy directions, strategies and initiatives.
- Develop and support mechanisms to advise, and build the capability of, Buildings and Contracts in relation to maintenance practices.
- Formulate and make recommendations to the Director, Practice and the General Manager, Operations with respect to best practice guidelines in matters that will impact across government.
- Review the performance of existing maintenance management practices and guidelines and makes improvements to drive better outcomes.
- Provide executive support to senior committees and reference groups as required.
- Apply equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.
- Perform other duties as directed.

### **What you need to bring to this role**

To be read in the context of the preceding sections of this document. A clear demonstration of how you align with the Department's values is a prerequisite for appointments.

### **Essential**

#### **Shape and Manage Strategy**

You will have extensive conceptual, analytical and strategic problem-solving skills with the ability to lead the development and management of strategies.

You will have demonstrated skills, knowledge and experience in maintenance management related to the Operations of Buildings and Contracts, including the development and implementation of guidelines.

### **Achieve Results**

You will establish clear plans and timeframes; build teams with capability to deliver results; and monitor progress to identify risks which may impact on outcomes or individual client/ business requirements.

You will have demonstrated strategic leadership skills to inspire and influence; leverage expertise and resources to achieve quality outcomes.

### **Build Productive Relationships**

You will have demonstrated leadership ability to work collaboratively, harness the contribution of others by encouraging and motivating people.

You will have demonstrated ability to build effective relationships by anticipating and being responsive to client needs; and foster a positive team and organisational environment.

### **Exemplify Personal Integrity and Awareness**

You will have a high-level of self-awareness, probity and resilience; and dedication towards upholding the departmental values in leading the delivery of quality outcomes.

### **Communicate and Influence Effectively**

You will have demonstrated ability to influence effectively and lead the delivery of a customer-centric service.

You will seek to understand your audience; ensure a strong grasp of issues and clear facilitation of debate when undertaking negotiations. You will have demonstrated high-level written and verbal communications that are clear and appropriate.

You will have the ability to prepare effective maintenance management guidelines.

### **Desirable**

A Tertiary qualification in a relevant discipline (e.g., Business, Commerce, Engineering, Architecture, Procurement).

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### **Pre-employment requirements**

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

#### **Appointment is subject to:**

- 100 point identification check; and
- Criminal Records Screening clearance

### **Special equipment/requirements**

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Nil

### **Certification**

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Verified by: M.McLeod, HR Consultant, June 2023

Classification Evaluation Date: September 2020