



Principal Consultant – Business Cases Strategic Asset Planning

Position number	00044692
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 7
Reports to	Director, Infrastructure Strategy and Planning (Level 9)
Direct reports	Nil

Context

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 relates services.

The Asset Planning and Services Directorate is responsible for long-term planning of land, development of strategic asset plans, policies and processes within an asset planning framework and the management of the Department's land estate. The Directorate also provides services to schools on security and emergency management, environmental services, statistical and demographic planning services, and property management.

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Key responsibilities

Specialist Services

- Prepare planning strategies and documentation consistent with the Department's and Government's asset planning framework, including building and land assets.
- Prepare capital and maintenance submissions for the Department's building assets.
- Undertake analysis and assessment to identify potential asset solutions to meet the Department's service requirements.
- Undertake asset planning projects to support the Department's business case requirements.
- Ensure compliance with relevant policy and statutory requirements such as the *Financial Management Act 2006*, Treasurer's Instructions and Public Sector Standards.

Management and Branch Support

- Contribute to the management of the Branch.
- Contribute to the Branch's strategic directions and business plans through maintenance of an awareness of best practice, trends and issues concerning the core functions of the Branch.
- Develop plans and systems to support/enable/monitor achievement of team deliverables in alignment with Branch objectives.
- Assist with the development and implementation of business reform and service improvement strategies.
- Contribute to and coordinate special projects programs that are cross-divisional and impact on Departmental policy, resource management, equity and access and school operations.
- Deploy resources, including people, financial, physical and information, to ensure they are available to address the Branch's strategic plans, contractual obligations and other organisational priorities.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant Industrial Instruments and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standards and Departmental policy.
- Create a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services (EBS) goals and facilitates accomplishment of designated roles and deliverables.

Customer and Stakeholder Management and Liaison

- Provide advice to senior management and contribute to responses for Ministerial correspondence, parliamentary questions, general enquiries and reports.
- Develop and maintain effective communication links and working relationships with key internal clients, including schools, and external stakeholders (e.g. other government agencies) to develop the asset planning strategies, plans and policies.
- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Build strategic alliances with customers, stakeholders, interest groups and across EBS to enable development, acceptability and achievement of designated outcomes and to promote service capabilities.
- Represent EBS, as required, and present information and update to Departmental and across Government committees, forums and working parties.

Selection criteria

1. Demonstrated substantial knowledge of and experience in the provision of asset planning and related infrastructure services.
2. Demonstrated substantial skills and experience in policy and strategy development and implementation.
3. Demonstrated highly developed written, verbal and interpersonal communication skills, including the ability to effectively consult, facilitate and negotiate at a senior level across a broad range of settings within the public and private sectors and school communities.
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 delivering outcomes to agreed standards.
5. Demonstrated highly developed conceptual and analytical skills with the ability to provide innovative solutions to complex problems and issues.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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 23 April 2024
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