



Senior Housing and Transport Officer

Housing and Transport

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 3
Reports to	Coordinator Housing and Transport (Level 4)
Direct reports	Nil

Context

The Workforce Division comprises Employee Relations, Staff Recruitment and Employment Services, and Workforce Policy and Coordination. The Division is responsible for the provision of a range of human resource functions to Departmental business units and staff at all levels, including:

- industrial and employee relations
- workers' compensation, injury management and occupational safety and health
- staffing and employment services
- strategic human resource planning
- strategic human resource policy advice and evaluation.

The Housing and Transport Unit is part of the Staff Recruitment and Employment Services and is responsible for provision of related support services to staff in rural and remote areas. These services include provision of suitable, subsidised housing in areas of need, establishing contracts for the removal of employees' furniture and motor vehicles and payment of associated allowances.

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Key responsibilities

- Determine employee eligibility through set criteria and coordinate the allocation of Department and Government Regional Officers' Housing (GROH) accommodation.
- Arrange and coordinate transport of employees, their furniture, effects and motor vehicles to and from remote and difficult-to-staff regional schools and offices, and facilitate and monitor payment of associated expenses and allowances.
- Coordinate approval of leased accommodation rental increases, lease renewals and invoice payments.

- Coordinate, monitor and review vacancy rates and the provision of reliable, cost effective transport services to relocate employees to and from remote locations.
- Provide operational advice and recommendations on future rental/leasing needs, including additional and replacement housing and the location, number and configuration of housing,
- Manage Department transportable accommodation in remote schools and authorise maintenance as required.
- Facilitate local property services and undertake site assessments.
- Collaborate with GROH, schools, regional offices and the employee regarding the provision of housing.
- Determine tenant rent, arrange deduction from employee's salary and conduct a rigorous tenant rent reconciliation process identifying discrepancies and undertaking correction action.
- Provides training and advice to staff on the policies, procedures and guidelines relating to GROH accommodation provision, relocation, transportation matters and employee allowances.
- Contribute to the maintenance and review of the Housing and Transport procedures manual.
- Authorise, log and refer transit insurance claims to RiskCover.

Selection criteria

1. Demonstrated sound oral, written and interpersonal communication skills, including the ability to negotiate and communicate effectively and professionally with internal and external customers in a customer focused manner.
2. Demonstrated sound conceptual, analytical, problem solving and organisational skills and the ability to prioritise tasks to meet deadlines.
3. Demonstrated ability to identify training needs, provide on the job training and support team members.
4. Demonstrated ability to apply policies and procedures effectively.
5. Demonstrated computer skills in a range of application software packages, particularly databases, spreadsheets and word processing.

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 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

Date 21 May 2020
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