

Coordinator Housing and Transport

Position number	Generic
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 4
Reports to	Housing and Transport Operations Coordinator (Level 6)
Direct reports	Senior Housing and Transport Officer (Level 3) Housing and Transport Officer x various FTE (Level 2)

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. This includes:

- 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 Staff Recruitment and Employment Services and is responsible for the 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.

Visit education.wa.edu.au for more information about the Department of Education.

Key responsibilities

- Assist the Principal Consultant, Housing and Transport in the provision of a quality housing and transport service to employees in rural and remote schools and regional offices and facilitate team members' delivery of these services by providing them with support and advice.
- Instigate and monitor the efficient and appropriate allocation of housing to employees and maintain a consistent quality property management service.
- Arrange and monitor implementation of annual tenant rent adjustment and ensure that all property management activities, as agreed between the department and the Government Regional Officers' Housing (GROH), are fully compliant.

- Liaise with GROH and principals with respect to property management issues and participate in the planning and annual submission to GROH for additional and replacement properties.
- Instigate and monitor effective and appropriate provision of transport services to relocating employees and is the contact point for contracted transport companies with respect to daily operations aspects of transport service delivery.
- Reconcile rent received from tenants and GROH charges for properties allocated to the department and give ongoing consideration to the impact on the budget for all new arrangements.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and department policy.

Selection criteria

1. Demonstrated well-developed interpersonal and communication skills, with the ability to negotiate and liaise effectively with clients and stakeholders at all levels.
2. Demonstrated well-developed organisational, conceptual and analytical skills.
3. Demonstrated ability to work effectively in a team and supervise and manage staff.
4. Demonstrated knowledge of and experience in the interpretation and application of relevant awards/agreements, policies and procedures and the ability to provide expert advice and support to clients in achieving compliance with legislative and policy requirements.
5. Demonstrated well developed computing skills, including the use of databases and spreadsheets.

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 8 June 2022
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