



Project Officer Capital Works and Maintenance

Position number	00043222
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 5
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 is responsible for the planning, construction and maintenance of the Department's schools and building facilities. Infrastructure services include:

- school and facility planning
- capital works on new and existing schools
- maintenance of existing schools
- management and operational support of school facilities and resources.

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

Specialist Services

- Assist with the planning, implementation and evaluation of capital works projects, minor works and maintenance matters, and capital resource sharing activities.

- Contribute to the review of the Building Condition Assessment (BCA) program, with a focus on determining the priority and provision of specific projects within the program.
- Provide specialist advice and support to all levels of staff on matters relating to the BCA program.
- Assist in developing, monitoring and managing project databases relating to capital works and maintenance in the context of school operations.
- Undertake special projects and evaluations.
- Prepare reports and briefings notes on BCA matters and respond to any queries in a timely manner.

Branch Support

- Contribute to a work environment that is safe, fosters equity and diversity, enables achievement of personal and EBS goals and facilitates accomplishment of designated roles and deliverables.
- Contribute to service improvement projects relevant to the Directorate.
- Represent the Directorate on committees and working groups as required.

Customer and Stakeholder Support and Liaison

- Assist in developing schools understanding of and capacity to manage and implement maintenance projects.
- Collaborate and negotiate with all key stakeholders involved in maintenance projects.
- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Establish and maintain effective communication links and working relationships within the EBS Group and across the Department to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated considerable experience and knowledge of processes relating to the management and implementation of capital works and maintenance projects.
2. Demonstrated skills and experience in relevant project management software applications.
3. Demonstrated well developed written, oral and interpersonal communication skills with the ability to consult, negotiate and maintain collaborative partnerships with a wide range of stakeholders.
4. Demonstrated skills and experience in providing a high-level customer-focused service.
5. Demonstrated well developed project planning and management skills, including proven ability to use initiative, prioritise work, meet agreed targets and deliver agreed results in a timely and efficient manner.

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 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
- 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 3 January 2022
Reference D23/0014228