



Principal Project Officer Capital Works and Maintenance

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| Position number | 00037328 |
| Agreement | Public Sector CSA Agreement 2021 or as replaced |
| Classification | Level 7 |
| Reports to | Director, Capital Works and Maintenance (Level 9) |
| 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 has responsibility for 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 related services.

The Principal Project Officer will be involved in the delivery of the Building Condition Assessment (BCA) processes and implementation of the required improvement initiatives. The BCA is a significant and important program for the Department for asset management to ensure the ongoing safety of its public school buildings and to prioritise maintenance, refurbishment and asset investment programs.

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

Key responsibilities

- Develop and implement policies, frameworks, systems, and processes related to improve service delivery for the Building Condition Assessment (BCA) program and supporting strategic maintenance improvements.
- Participate in, and lead Capital Works and Maintenance Directorate project strategies and collaboratively manage participation in a range of internal working groups.
- Identify current and emerging issues and trends, and develop and recommend strategies to improve the service delivery for the BCA program and strategic maintenance planning.
- Undertake research and analysis to assist in long-term strategic planning regarding infrastructure assets.
- Assist Capital Works and Maintenance personnel to formulate and implement strategies to improve asset management capabilities, systems and processes.
- Develop and monitor project related budgets.
- Prepare reports and project briefings on the effectiveness of improving service delivery.
- Liaise with key personnel within the Department to negotiate reporting requirements and identify key milestones and timeframes.

Selection criteria

1. Demonstrated highly developed skills and experience in asset management, and knowledge of contemporary asset management and infrastructure issues.
2. Demonstrated high-level project management skills with a proven ability to plan and coordinate projects in a complex environment.
3. Demonstrated highly developed research, conceptual and analytical skills, including the ability to identify issues and emerging trends and devise appropriate strategies in an infrastructure context.
4. Demonstrated highly developed written, verbal and interpersonal communication skills including the ability to undertake high level negotiations, facilitations and consultations and the ability to establish and maintain effective working relationships with individuals and groups to achieve required project/program outcomes.
5. Demonstrated highly developed leadership and strategic management skills, including initiative and the ability to contribute to organisational change.

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 22 October 2021
Reference D21/05665253