



Principal Consultant, Data and Information Asset Planning and Services

Position number	00042878
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 7
Reports to	Manager, Infrastructure Reform (Level 8)
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 communication and 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 the provision of facilities (land, buildings and equipment,) which include demographic forecasting and facilities planning, strategic asset management, capital works programs and the maintenance and minor works programs.

The Asset Planning and Services Directorate is responsible for long term planning 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.

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

Key responsibilities

Specialist Services

- Lead and coordinate the delivery of infrastructure information management system activities including overseeing the operations of developed information and compliance systems.
- Manage contracts with software vendors and information providers (e.g., such as for ArcGIS, Lease Management System and bushfire warning system upgrade).
- Responsible for planning and implementing data priorities, developing a plan to bring together critical enterprise data assets and external data sources to support infrastructure decision making and service delivery to schools.
- Perform specialist business intelligence, analytics and reporting services for the Infrastructure Division.
- Develop, manage and supervise delegation of work to service providers and/or staff to develop smaller software applications or automate processes to collect, share and report asset information with schools and staff such as the building condition assessment, direct to market and transportable building systems.
- Engage and negotiate with customers, vendors and service providers on project deliverables for business solutions and the timely resolution of issues.
- Maintain an expert awareness of existing and developing data sources, information systems and reporting requirements across the Infrastructure Division.
- Provide authoritative advice and guidance on asset information management in collaboration with relevant subject matter experts and other stakeholders, taking into consideration emerging contemporary data requirements.

Customer and Stakeholder Management and Liaison

- Lead and coordinate stakeholder groups to deliver strategies for the development, standardisation, administration and integration of quality data collection.
- Engage with industry experts and relevant stakeholders across the Department, sector, and other jurisdictions to implement contemporary and innovative asset management solutions and strategies.
- Maintain a focus on customer service delivery and continuous improvement of services.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Management and Branch Support

- Assist in preparation of budget submissions for Infrastructure Reform expenditure, and manage procurement and contract management activities in the provision of relevant Infrastructure Reform services and projects.
- Provide support to the Manager Infrastructure Reform in responding to ministerial and parliamentary questions.
- Contributes to the management of the Branch.
- Contributes to a work environment that is safe, fosters equity and diversity, enables the achievement of personal and EBS goals, and facilitate accomplishment of designated roles and deliverables.
- Contributes to change management projects relevant to the Branch.
- Represent the Branch, as required, on committees and working parties.

Selection criteria

1. Demonstrated extensive experience developing, coordinating, and maintaining large scale information systems in a complex business environment.
2. Demonstrated experience in planning, implementing and managing systems and data integration throughout the data lifecycle to deliver connected business analytics and reporting.
3. Demonstrated highly developed verbal and written communication and interpersonal skills to effectively liaise with key internal and external stakeholders at all levels and communicate complex information in a clear and compelling manner for the target audience.
4. Demonstrated highly developed conceptual, analytical and research skills, including the ability to develop solutions to complex problems.
5. Demonstrated ability to work independently and collaboratively with a team to achieve results.

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 11 October 2022
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