



Manager, Property and Leasing

Asset Planning and Services

Position number	00044730
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 8
Reports to	Director, Infrastructure Operations (Level 9)
Direct reports	Principal Consultant, Leasing and Agreements (Level 7) Principal Consultant, Property Management (Level 7)

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 providing services to schools on security and emergency management, environmental services, property management, the development and management of lease, shared use and community use arrangements, and the contract management of the WA Schools Public Private Partnership (PPP) contract.

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

Key responsibilities

Leadership and Management

- Manage the delivery of quality, professional and responsive asset and associated facilities management services.
- Contribute to the strategic management and leadership of the Directorate.
- Develop plans and systems to deliver designated outcomes and to promote service capabilities.
- Deploy resources, including people, financial, physical and information, to ensure they are available to address the Directorate's strategic plans, contractual obligations and other organisational priorities.
- Lead and manage strategic projects.
- Ensure that strategic asset planning timelines and outputs are consistent with the strategic business priorities and objectives of the Department and government.
- Create a work environment that is safe, fosters equity and diversity, enables the achievement of personal and Education Business Services goals and facilitates accomplishment of designated roles and deliverables.
- 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.

Customer and Stakeholder Management

- Strategically consult, liaise and negotiate with government, Senior Executives, Ministers and Members of Parliament, public/private organisations and internal and external stakeholders.
- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Build strategic alliances with customers, stakeholders, interest groups and across Education Business Services to enable development, acceptability and achievement of designated outcomes and to promote service capabilities.
- Establish and maintain effective partnerships and networks with key internal and external stakeholders for negotiating and collaborating to achieve Directorate outcomes and to ensure access to diverse specialist knowledge.
- Represent Education Business Services, as required, on Department and across government committees and working parties.
- Undertake and support culturally sensitive engagement with Aboriginal organisations,

Specialist Services

- Manage the property and leasing portfolio, including the development of policies, plans, systems and strategies to deliver agreed outcomes.
- Inform the development of the Department's capital and infrastructure related business cases and funding submissions.
- Provide expert advice on the development of property management and leasing strategy and policies, asset planning and accommodation management within the context of the responsibilities of the position.
- Ensure compliance with policy and statutory requirements such as the *Financial Management Act 2006*, Treasurer's Instructions and Public Sector Standards.

Selection criteria

1. Demonstrated substantial knowledge and experience in the provision of property management, leasing, government accommodation and related services.
2. Demonstrated highly developed skills and experience in policy and strategy development and implementation.
3. Demonstrated highly developed verbal and written communication and interpersonal skills to effectively liaise with key internal and external stakeholders at a senior level.
4. Demonstrated highly developed conceptual, analytical and research skills, including the ability to develop solutions to complex problems.
5. Demonstrated substantial knowledge and experience in project management.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- 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 7 May 2024
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