



## Manager, Strategic Infrastructure Planning and Policy

### Infrastructure Strategy and Planning

<b>Position number</b>	00044740
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 8
<b>Reports to</b>	Director, Asset Planning and Services (Level 9)
<b>Direct reports</b>	Principal Project Officer Sustainability (Level 7) Principal Consultant Business Cases (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 Infrastructure Strategy and Planning 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](http://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 planning 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 EBS 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 on strategic asset management plans, asset planning and accommodation outcomes.
- Engage with stakeholders on strategic asset management programs, asset planning, business cases and accommodation management.
- Maintain a strong focus on customer service delivery and continuous improvement of services.
- Build strategic alliances with customers, stakeholders, interest groups and across EBS 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 EBS, as required, on Department and across government committees and working parties.

### Specialist Services

- Manage the asset planning framework, including the development of policies, plans, systems and strategies to deliver agreed outcomes.
- Lead the development of the Department's infrastructure sustainability strategy and policy.
- Lead the development of the Department's capital and infrastructure related business cases and funding submissions.
- Provide expert advice on the development of asset planning 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 asset planning and related management 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            21 November 2024  
Reference    D24/0824079