



Senior Project Officer

Capital Works and Maintenance

Position number	00040677
Agreement	<u>Public Sector CSA Agreement 2019</u> (or as replaced)
Classification	Level 6
Reports to	Principal Project Officer (Level 7)
Direct reports	Nil

Context

For information with respect to the Department go to:
<https://www.education.wa.edu.au/web/our-organisation/home>.

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 is responsible for the planning, construction and maintenance of the Department's schools and building facilities. Infrastructure services and supports:

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

Key responsibilities

Specialist Services

- Manage the coordination, planning, design and development of capital works projects within the Department.
- Provide advice and support services to schools within a specific geographical region, ensuring building and related needs are identified and assessed in line with Departmental policy, criteria and equity issues.
- Ensure the outcomes of projects and programs meet contemporary education standards to enable quality educational facilities to be delivered to clients.
- Ensure the assessment of facilities related needs is consistent across the Department.
- Develop and prepare reports, briefings and ministerial requests relating to capital works.
- Compile equitable programs for provision of capital works and appropriate facilities management.
- Provide recommendations through briefing notes to the Director General and Minister and the delivery of client-focussed responses to enquiries from school communities and members of the public.

Branch Support

- Work in a team environment to ensure that building related needs are identified and assessed according to central office policy, criteria and issues.
- Provide information, advice and support to the Principal Project Officer and, as required, to the Director.
- Contribute to the management of the Directorate.
- Contribute to 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.
- Contribute to change management projects relevant to the Directorate.
- Represent the Directorate, as required, on Directorate committees and working parties.

Customer and Stakeholder Support and Liaison

- Liaise, consult and negotiate with key external stakeholders and interested parties.
- 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.

Selection criteria

1. Demonstrated substantial experience in project management, including the ability to deliver agreed outcomes within specified timeframes.
2. Demonstrated highly developed oral and written communication skills, including the ability to prepare quality reports and briefings and to deliver presentations to a variety of stakeholders.
3. Demonstrated highly developed conceptual and analytical skills, including the ability to provide innovative input into strategic planning and the development and implementation of key projects and policies.
4. Demonstrated highly developed research and investigation skills.
5. Demonstrated highly developed ability to be flexible and organised and to provide an effective consultancy service within budget in a customer-focussed manner and to work collaboratively in a team.

6. Demonstrated substantial understanding of schools facilities, particularly in relation to needs assessment.

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.
- hold a current Western Australia 'C' Class drivers licence.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 9 September 2020
Reference D20/0459256