



Senior Project Officer – Business Cases

Strategy and Planning

Position number	00037643
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 6
Reports to	Principal Consultant – Asset Planning (Level 7)
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 of Education. 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 the 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 Strategy and Planning Directorate oversee the longer-term strategic planning of land and building infrastructure, prepare capital funding proposals, provide statistical and demographic planning, develop asset management and sustainability strategy and policy, undertake land acquisition and manage the Department's land estate.

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

Key responsibilities

Specialist Services

- Develop, coordinate and implement capital investment budget and business case programs in line with department policy and objectives.
- Monitor, evaluate and report on the effectiveness of capital investment budget and business case programs.
- Undertake analysis on student enrolments, utilisation of school sites and additional accommodation requirements and prepare draft submissions and business cases seeking additional capital funding.
- Conduct research and analysis of data and information to identify budget and business case priorities.
- Provide advice on capital investment budget and business case program matters to the Director.
- Facilitate effective communication between schools, regional and central office and external stakeholders, and play a pivotal role in the management of capital investment budget and business case programs.

Branch Support

- Work in a team environment to ensure appropriate advice and support is provided to the Director.
- 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 Branch.
- Represent the Directorate, as required, on Division committees and working parties.

Customer and Stakeholder Management and Liaison

- Prepare responses to Ministerial correspondence, parliamentary questions and general enquiries.
- Liaise, consult and negotiate with key external stakeholders and interested parties, and when required, represent the Department on a variety of committees and working parties.
- Establish and maintain collaborative working relationships and effective communication networks with internal and external stakeholders.
- Develop and maintain effective communication links and working relationships to ensure access to diverse specialist knowledge.

Selection criteria

1. Demonstrated well developed skills and considerable experience in business case development and asset management and knowledge of contemporary infrastructure issues and trends in a large organisation.
2. Demonstrated highly developed oral, written and interpersonal communication skills with the ability to establish and maintain effective working relationships, including liaison and negotiation skills and contributing to team processes.
3. Demonstrated well developed project management skills, including the capacity to apply financial planning concepts and budgeting principles.
4. Demonstrated highly developed research, conceptual and analytical skills with a proven ability to provide innovative thinking in developing and implementing key projects, within an infrastructure planning context.
5. Demonstrated highly developed initiative and organisational skills with the ability to prioritise tasks to meet conflicting timelines.

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 28 June 2024
Reference D24/0467723