



Housing and Transport Officer

Housing and Transport

Position number	Generic
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 2
Reports to	Coordinator, Housing and Transport (Level 4)
Direct reports	Nil

Context

The Workforce Division comprises Employee Relations, Staff Recruitment and Employment Services, and Workforce Policy and Coordination. The Division is responsible for the provision of a range of human resource functions to Departmental business units and staff at all levels, including:

- industrial and employee relations
- workers' compensation, injury management and occupational safety and health
- staffing and employment services
- strategic human resource planning
- strategic human resource policy advice and evaluation.

The Housing and Transport Unit is part of the Staff Recruitment and Employment Services and is responsible for provision of related support services to staff in rural and remote areas. These services include provision of suitable, subsidised housing in areas of need, establishing contracts for the removal of employee's furniture and motor vehicles and payment of associated allowances.

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Key responsibilities

- Process employee eligibility through set criteria and coordinate allocation of Government Regional Officers' Housing (GROH) accommodation.
- Provide a property management service by:
 - assessing and monitoring vacancy levels
 - making recommendations on the future use of a property
 - maintaining databases to monitor the continued availability of leased accommodation and flagging the need for replacement property, where applicable

- approving leased property rent increases and lease renewals within stipulated guidelines
- assessing and recommending employee or administrator requests for additional housing
- assisting in identifying future growth patterns and determining priorities of additional accommodation needs.
- Arrange transport of employees, their furniture, effects and motor vehicles.
- Determine eligibility and arrange payment of associated expenses and allowances.
- Calculate tenant rent and arrange deduction from employee's salary.
- Attend to standard correspondence and enquires relating to housing and transport matters.
- Provide advice to employees regarding guidelines and procedures relating to relocation and transportation.

Selection criteria

1. Demonstrated good communication and interpersonal skills with the ability to provide quality customer service.
2. Demonstrated ability to work with limited supervision, make sound decisions and prioritise tasks in an environment with competing priorities.
3. Demonstrated well developed computer skills, including a working knowledge of databases, spreadsheets and word processing.
4. Demonstrated ability to interpret and apply industrial instruments, policies and guidelines.

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.

Certification

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

ENDORSED

Date 28 May 2020
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