

Principal Consultant Property Management Infrastructure Operations

Position number	00044203
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
Reports to	Manager, Property and Leasing (Level 8)
Direct reports	Senior Property Coordinator x3 (Level 6)

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 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 Infrastructure Operations Directorate is responsible for the provision of services to schools in relation to security and emergency management and environmental services (including water and tree management, and contaminated site investigations and remediation), and property management and leasing. The Directorate also manages contracts, including the WA Schools Public Private Partnership, lawnmowing and hygiene contracts.

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



Key responsibilities

Specialist Services

- Lead the management of the Department's occupied and surplus property to ensure availability as required for Departmental accommodation.
- Lead a team to manage infrastructure services, property leases and agreements, and associated budgets.
- Facilitate, develop and manage complex and/or high-risk facility services and facilities management including drafting expressions of interest, procurement planning, drafting requests for proposal, seeking offers, contract formation, contract documentation and evaluation in consultation and collaboration with Department stakeholders.
- Coordinate and participate in strategic planning for the Department's Property Portfolio.
- Oversee the negotiation and coordination of office accommodation, maintenance of leased premises, building management and office fit-outs.
- Develop, manage and review processes and guidelines that support the management and administration of properties and leases.

Customer and Stakeholder Support and Liaison

- Represent the Infrastructure Division on working groups and committees on matters pertaining to infrastructure services and facilities agreements.
- Provide support to the Director in responding to Ministerial and parliamentary questions.
- Provide proactive and timely advice, briefings, notes and reports to stakeholders on matters relating to infrastructure services and facilities agreements.
- 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.

Leadership, Management and Branch Support

- Create and 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.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.
- Foster a culture of continuous improvement.

Selection criteria

1. Demonstrated extensive understanding of and experience in property, facilities and/or lease management.
2. Demonstrated highly developed written communication skills with experience in preparing complex agreements, briefing notes and reports.
3. Demonstrated high-level oral and interpersonal communication skills with the ability to negotiate and consult effectively at senior levels in the private and public sectors.
4. Demonstrated high-level conceptual and analytical skills, with the ability to provide innovative solutions to complex problems and issues.
5. Demonstrated skills in providing leadership and working collaboratively to manage a range of complex projects.

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
- hold or obtain a current Western Australian 'C' Class drivers' licence
- undertake travel throughout metropolitan and regional locations as required
- 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 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 8 August 2025
Reference D25/0674420