

Position Description

Senior Adviser, Asset and Facility Services

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Senior Adviser, Asset and Facility Services provides expert advice on project related issues, contributes to project decision making and strategic planning, and develops and implements solutions that support and enhance the efficiency and effectiveness of functions and services provided by the Asset and Facility Services team. The Senior Adviser actively manages relationships with internal and external clients in representing the teams’ overall objectives.

The position reports to the Senior Manager, Asset and Facility Services and is responsible for leading the identification, prioritisation, coordination and resolution of a diverse range of asset and facilities management related projects and programs.

As a senior member of the Asset and Facility Services team the position works with business units within the department, other government agencies, external stakeholders and school and preschool staff to investigate, initiate and undertake complex projects, programs of work and asset maintenance services for all departmental assets across the state.

Position title	Senior Adviser, Asset and Facility Services
Classification	ASO7
Division	Infrastructure
Directorate	Asset Strategy and Business Performance
Location	Education Support Hub, Level 2, 8 Milner Street Hindmarsh, SA 5007
Reports to	Senior Manager, Asset and Facility Services
Direct reports	Nil
Role description date	March 2026

What you will do (key outcomes)

1. Lead and coordinate the identification, prioritisation, operational planning and delivery of a range of complex and critical programs, projects, systems and/or services that are consistent with agency strategies, policies and priorities.
2. Lead and coordinate the research, preparation and delivery of accurate and expert operational information, advice and reporting, related to programs of work and asset maintenance services, to senior management and departmental stakeholders within the Agency.
3. Providing a range of specialised operational or technical advice and guidance to the Senior Manager and the agency to inform high level strategic planning and operational efficiency in the resolution of complex or sensitive issues.
4. Model and promote a high standard of customer service for internal and external clients and ensure the application of client centric quality and risk management processes.
5. Evaluate current standards and guidelines in relation to project delivery outcomes, provide improvement recommendations that align to the department's objectives and Strategic Plan and AGFMA obligations and provide expert contribution to the development of related policy.
6. Lead and undertake the preparation of project briefs and provide senior overview and expert advice in the delivery of all projects and programs of work including financial management within available budgets.
7. Develop and maintain collaborative working relationships and networks with key stakeholders within the department, other government agencies, service providers and school and preschool staff to support the delivery of asset and facilities projects across the state
8. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Project Management:** Significant experience leading and managing the planning, development and delivery of significant and/or complex projects and maintenance programs in alignment with relevant government policy, processes and guidelines and consideration of the organisation impact and service delivery obligations.
- **Communication and Interpersonal Skills:** Demonstrate highly developed interpersonal, written and communication skills including experience in developing and maintaining effective networks, liaising and negotiating with a diverse range of stakeholders and service providers and providing timely,

accurate written and verbal advice to Senior Management, Minister, internal and external stakeholders on asset management and asset maintenance issues.

- **Autonomy and Adaptability:** Demonstrated ability to work independently, under broad direction, exercise significant delegated authority and independent judgement in determining methodologies and managing priorities, timelines and financial resources to meet broad performance outcomes
- **Customer and Compliance Focus:** Significant experience in identifying customer needs, managing operations and organisational demands, and monitoring interagency compliance and legislative requirements within a demanding, politically sensitive environment.
- **Project Knowledge:** Comprehensive knowledge of project management principles, including the procurement and tendering of construction projects and detailed knowledge of related government policy and agency procedures and practices including the Across Government Facilities Management Arrangements (AGFMA).
- **Safe and Inclusive Practice:** Demonstrate knowledge and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.
- **Specialist Knowledge:** Knowledge and understanding of the National Construction Code (NCC), Building Code of Australia (BCA), Disability Discrimination Act (DDA) and associated legislative requirements as they relate to educational infrastructure.

Who you will work with (key relationships)	Qualifications
<p>Key Relationships / Interactions:</p> <p>Direct working relationship:</p> <ul style="list-style-type: none"> • Senior Manager, Asset and Facility Services • Program Manager, Asset and Facility Services • Asset and Facility Services personnel <p>Internal Working Relationships</p> <ul style="list-style-type: none"> • Assistant Director, Assets and Facilities • Executive leadership personnel • Capital Projects and Technical Services personnel • Asset Strategy and Business Performance personnel • Infrastructure division personnel • Site leaders and site managers <p>External working relationships</p> <ul style="list-style-type: none"> • Department for Infrastructure and Transport (DIT) • Ventia • Facilities Management Service Provider (FMSP) • Other state government agencies 	<p>Essential: Nil</p> <p>Desirable: Relevant appropriate tertiary qualification or extensive knowledge and experience in facilities and asset management /maintenance fields.</p>

Corporate responsibilities	Special conditions
<p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p>	<p>You will need a current driver’s license and be willing to drive</p> <p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Department for Human Services (DHS) working with children check (WWCC) prior to being employed which is required to be renewed every five years before expiry.</p> <p>You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p>

<p>Assessed by: Hannah Matthews, P&C Consultant</p>		<p>Approved by: Terry Fantis, Assistant Director, Assets and Facilities</p>	
<p>Date: March 2026</p>		<p>Date: March 2026</p>	

