



Where ideas work

**Ministry of Education and Child Care
Victoria**

**Planning Officer
\$72,724.97 - \$83,014.85 annually**

At the Capital Management Branch, we believe in working hard for a purpose while being impactful. The Branch coordinates approval of funding and provides oversight of major capital programs and projects. As such, being able to build effective and strategic relationships is key to this position.

As a Capital Planning Officer, you will be the first point of contact for school district management staff for projects relating to capital funds. Part of this work is also analyzing business cases and preparing reports for funding approval of project such as new schools, additions, roof replacements and building envelope repairs.

Consider joining our committed team and being part of an innovative, inclusive, and rewarding workplace. There are many advantages of working for government, including:

- Extensive health and dental benefits
- A strong pension plan
- Modified work weeks (FLEX)
- 3 weeks or more of vacation
- 35 hour work weeks
- Work life balance focused
- Flexible work spaces
- Endless opportunities for growth and education
- Opportunities for development and advancement
- Clear career path to higher management positions

Qualifications for this role include:

- Bachelor's Degree or higher in a related field such as Planning, Architecture, Civil or Structural Engineering **and** a minimum of 1 year *recent (within the last 5 years), related experience; **OR**
- Post-Secondary Diploma in a related field such as Planning, Architecture, Civil or Structural Engineering **and** a minimum of 3 years *recent (within the last 5 years), related experience; **OR**
- An equivalent combination of education and *recent, related experience may be considered.

***Recent (within the last 5 years), related experience includes:**

- Managing and contributing to project teams.
- Developing and preparing recommendations, project plans and/or reports for executives.
- Creating and maintaining spreadsheets.

For more information, and to apply online by November 13, 2022, please go to:
<https://bcpublicservice.hua.hrsmart.com/hr/ats/Posting/view/93501>