



Senior Facilities Officer

Position Details

Position Number: 30000841
 Classification: Level 3
 Award/Agreement: Public Service and Government Officers CSA General Agreement 2022
 Directorate: Corporate Services
 Location: Pundulmurra

Reporting Relationships

Responsible To:	Facilities Coordinator Level 4 Location: Pundulmurra	Other officer reporting to this position: Facilities Officer L2 x 2 Senior Gardner L4 Caretaker Cleaner Supervisor L2 Cleaner L1 x 7
This Position:	Senior Facilities Officer Level 3 Location: Pundulmurra	
	Positions under direct supervision: nil	

Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





Position Overview

The Senior Facilities Officer provides effective and efficient business and administrative support to the Facilities Manager, Facilities Coordinator and Facilities team to achieve business goals.

Position Responsibilities

- Carries out preventative maintenance as required and reports to the Facilities coordinator of repairs required
- Organises and assists with the movement of equipment and furniture as directed.
- Assists in the set-up of training materials and equipment as directed
- Coordinates breakdown repairs, routine and preventative maintenance activities and minor works projects for the College
- Provides administrative processes to ensure relative statutory documents are current
- Assists in quality audits and compliance activities regarding purchasing, tendering, contracts and safety
- Assists in the maintenance of asset registers
- Provides purchasing services and credit card reconciliations
- Prepares and distribute monthly financial reports
- Maintains and manages Facilities schedules and calendars
- Reviews and maintains facilities policies, procedures and compliance documents in conjunction with the Facilities Manager
- Assists with the coordination of the insurance activities of the College including claims processing as required
- May be required to Travel to other sites
- Coordinates the servicing and maintenance of fleet as required
- Other Duties as required.

Selection Criteria

Essential Criteria

1. Well-developed written, oral and interpersonal skills with experience in report preparation and production.
2. The ability to build rapport with all stakeholders in the delivery of services that meet client needs and business goals
3. Ability to prioritise, monitor and coordinate workload, use initiative and problem-solving to achieve results
4. Physically capable to undertake the duties of the position including manual handling (i.e. movement of furniture and equipment).
5. Demonstrated high-level data entry, word processing, spreadsheet and database skills.
6. Possess a broad range of manual skills within building maintenance and the ability to identify maintenance issues.



Appointment Factors

Location: North Regional TAFE Campus Pundulmurra

Accommodation: Not applicable

Allowances: As per Award.

Travel: Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.


Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Occupational Safety and Health Act (1984)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

CERTIFICATION

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

Employee		Managing Director	
Name:		Name:	Helen Smart
Signature		Signature	
Date:		Date:	25 January 2024