



Job description

Department of Finance Corporate Services

Position number 00030558

Facilities Officer

Position details

Classification/level	Level 3
Award/agreement	PSA
Organisation unit	FirstPoint Finance
Physical location	Perth
This role supervises (FTE)	0

Reporting relationships

Supervisor	
Position number	00024865
Position title	Finance Services Manager
Classification/level	Level 7

Keyword description

This section provides a brief summary of the key functions of the position

Provide a range of facilities management services related activities in the areas of accommodation and leasing, building security, parking and minor works.

Undertake general administrative duties to support the overall operations of the Corporate Services Business Unit.

Organisational context

The Department of Finance provides quality advice and services to facilitate the achievement of Government's objectives.

We realise this through the active demonstration of our organisational values of listening and caring, commitment, leadership, accountability and people matter.

The Department of Finance encompasses a variety of businesses including:

- The Office of the Director General (ODG);
- Building Management and Works (BMW);
- The Office of State Revenue (OSR);
- Public Utilities Office (PUO);
- Economic Reform (ER);
- Government Procurement (GP);
- Strategy and Coordination (SCU);
- Corporate Services (CS).

This position is located within **Corporate Services**. CS provides the whole of Finance with essential support services and promotes leading business practices in the areas of Finance; Information and Communications Technology; Corporate Communications and Governance; Risk and Policy; ICT functionality and Human Resource Management including payroll. CS also provides bureau finance and HR services for the Department of Treasury.

Information on other Finance business units is available in your applicant information package or by visiting www.finance.wa.gov.au.

Work description

This section outlines the results and outcomes required of an individual in this position, the below paragraph is mandatory.

FACILITIES MANAGEMENT SERVICES

The role is expected to provide a range of facilities management services related activities for accommodation located at 140 William Street, Gordon Stephenson House, including but not limited to:

- Contributing to the Department of Finance building maintenance and security, facilities management and minor works activities through maintaining and updating prescribed registers and records, liaison with key stakeholders, contributing to the maintaining policies and procedures as well as information sharing and access requirements, as appropriate.
- Providing a point of contact, advice, liaison and control of access cards and register/reporting requirements in relation to departmental parking.
- Assisting in the Department's leasing maintenance activities, as well as fire warden coordination, as appropriate.
- Participating with the preparation and processing of accommodation accounts for payment.
- Undertaking other related administrative support duties across Finance Services and Corporate Services, as required.
- Ensuring the provision of quality advice to clients and a timely customer service.
- Maintaining effective team performance through developing working relationships and rapport with peers and colleagues to ensure the achievement of operational objectives.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Work related requirements

This section outlines the mix of competencies, knowledge, skills and abilities required of an individual in this position. The following is to be read in the context of the preceding sections of this document. The “pre-employment requirements” and “appointment is subject to” sections are mandatory.

Essential:

1. Demonstrated sound verbal and written communication and effective interpersonal and liaison skills with internal and external customers.
2. The ability to work under pressure and the ability to work effectively and meet deadlines with minimal direct supervision.
3. Demonstrated experience in the provision of a range of facilities related activities and administrative support services.
4. Developed conceptual, analytical and problem solving skills.

Pre-employment requirements

‘Australian Permanent Residency’; status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

100 point identification check; and
Criminal Records Screening clearance

Special equipment/requirements

Nil

Certification

Verified by: *Chris Morel*