



## Job Description Senior Facilities Officer Level 3

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<b>Position Number:</b>	10000210, 10000213, 10000214, 10000212, 10000211, 10001936	<b>FTE:</b>	1.0
<b>Division</b>	<b>Corporate Services</b>	<b>Agreement/Award:</b>	Government Officers Salaries, Allowances and Conditions Award Public Service and Government Officers General Agreement 2014 or as replaced
<b>Branch:</b>	<b>Facilities</b>		
<b>Location:</b>	Various		

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### Reporting Relationships

*Reports to*

Campus Manager, Level 6 x 5

*Other officers reporting to the above office:*

Facilities Officer, Level 2 x 5

*This Office – officers under direct responsibility*

Nil

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### Key Role Statement

The Senior Facilities Officer is responsible for reporting and managing fault, breakdown and routine maintenance activities, including the creation, verification, tracking and payment of invoices and accounts. This position coordinates daily facilities activities to support the operation of buildings and campuses.

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### Key Responsibilities

- Supports the Campus Manager and the Director Facilities in the management of facilities activities.
- Manages financial processes including, the creation of purchase orders, verification, tracking and payment of invoices and accounts.
- Reports and manages faults, breakdowns and routine maintenance activities.
- Assists the Campus Manager and Contract Manager in the site-specific and daily management of campus services contracts, buildings and operations.
- Supports the Campus Manager in the provision of a safe campus working environment, in accordance with the Occupational Safety & Health Act and all relevant statutory requirements.
- Undertakes and delegates tasks to support the daily operation of campuses as required.
- Represent the Campus Manager in their absence as required.
- Undertakes other duties as required.

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### Selection Criteria

#### Essential

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- Knowledge of buildings and building systems, including experience working with contractors to deliver building related services and solutions.
- Excellent communication and organisational skills, with the ability to resolve problems and provide innovative solutions to meet deadlines.
- Well-developed computer skills and knowledge including MS Office, email, internet, Excel and Word.
- Knowledge and understanding of the Occupational Safety & Health Act.
- Must hold a current "C" Class Driver's Licence.

**Other Requirements**

1. May be required to work from any College campus.
2. Fork lift licence is desirable.

**CERTIFICATION**

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

Business Unit Manager		Managing Director	
Name:	Sue Egerton	Name:	Michelle Hoad
Date:	25 May 2017	Date:	25 May 2017