



## Job Description Senior Facilities Officer Level 4

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<b>Position Number:</b>	00031025	<b>FTE:</b>	1.0
<b>Directorate:</b>	Corporate	<b>Branch:</b>	Finance Services
<b>Location:</b>	Osborne Park	<b>Position Status:</b>	Permanent
<b>Agreement/Award:</b>	<i>Public Service Award 1992 Public Sector CSA Agreement 2024 or as replaced</i>		

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### Reporting Relationships

#### *Reports to:*

Associate Director Financial Accounting, Level 8

#### *Other officers reporting to the above office:*

Principal Financial Accountant, Level 7

Principal Financial Accountant (Commercial), Level 7

#### *This Office – officers under direct responsibility:*

Facilities Officer, Level 3

Assistant Facilities Officer, Level 2

Clerical Officer, Level 1

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### Key Role Statement

The Senior Facilities Officer is responsible for delivering responsive, efficient and effective delivery of fleet, facilities, accommodation and security management services.

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### Key Responsibilities

- Manages and coordinates the resolution of building issues (e.g. air-conditioning, electrical, plumbing and engage the relevant contractors/Department of Finance (DoF) and ensure compliance with WHS guidelines.
- Establishes, maintains and monitors the budget for fleet and accommodation needs.
- Ensures that all facilities related invoices are processed in a timely manner.
- Manages the Department's vehicle fleet and implements, maintains and reviews record keeping of the fleet as required for FBT, Corporate Executive and DoF. The position also coordinates the fleet bookings.
- Coordinates arrangements for car bay allocations and ensures a current parking register is maintained in accordance with endorsed policies and guidelines.
- Coordinates the Department's security needs and ensures that access cards are managed in accordance with internal policies, guidelines and procedures.
- Provides leadership to a small team, liaises with internal and external stakeholders and undertakes facilities related minor projects as required.

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### Expected Leadership Behaviours

The role occupant is expected to consciously adopt the behaviours and mindsets aligned to the position's **Leading Leaders** context. The following outlines the key leadership behaviours in action pertinent to this position.

- **Lead collectively** - You coach those you lead and influence to align their practices and understand how their contributions add value.
  - **Think through complexity** - You apply your knowledge and expertise to understand problems from parallel perspectives so you identify fit for purpose solutions.
  - **Deliver on high leverage areas** - You drive excellent performance in your teams, setting clear role and performance expectations and ensuring a shared understanding.
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**Selection Criteria****Essential**

- Demonstrated experience in administering office building facilities and vehicle fleet, including coordinating booking systems to achieve operational outcomes.
- High standard of administrative and time management skills while undertaking competing tasks and project support priorities.
- Demonstrated experience in budget processing, financial reporting and activity reporting including the ability to analyse information.
- High level communication and negotiation skills and a demonstrated commitment to providing a customer focused service.
- Demonstrated ability to provide leadership and supervise a small team effectively.

**Other Requirements**

- May be required to work from any Department worksite.
- Must have a valid drivers licence.
- Required to fulfil the role of Chief Fire Warden.

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**Values**

Our values reflect the way we go about our work with our partners, stakeholders and each other.

- We find solutions, deliver and do things well.
- We have integrity and courage.
- We respect, trust and care for each other.
- We know diversity makes us stronger.

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**CERTIFICATION**

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

Branch Director:

**Name:** Peter Pini                      **Position:** A/Director Finance

**Signature:** 

**Date:**

19/1/26

Delegated Authority:

**Name:** Ross Davenport              **Position:** A/Director Human Resources

**Signature:** 

**Date:**

20/1/26

**HR USE ONLY**

**Date Registered on Content Manager:** 20/1/2026

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