

Job Description Form (JDF)

Position details

Position title:	Senior Facilities Officer
Position number:	70260039
Classification:	Level 5
Physical location:	Perth Metropolitan Area
Award:	PSA 1992
Agreement:	PSCSAA 2024
Pillar:	Corporate Services
Directorate:	Asset Management
Branch:	Operational Asset Management

Reporting relationships

Reports to: Team Leader Property Management, Level 6

This position

Direct reports: Up to 4

Role summary

Coordinates the operation and maintenance of nominated DPIRD facilities, including associated vehicles, plant and equipment, across the Perth metropolitan area.

Provides specialist advice, supports policy and procedure development, and liaises with internal stakeholders and external agencies to maintain high standards of operational efficiency and risk management.

About us

Our department (DPIRD) leads sustainable development of WA's regions and agriculture, aquaculture, food and fisheries sectors. Our Ministerial portfolios are Agriculture and Food, Fisheries and Regional Development.

We **unlock and guide economic opportunities** for these sectors and regions, balanced with the **stewardship of our land and aquatic resources**.

In everything we do we take the approach of:

- **Protect** through stewardship of our people, land and aquatic resources.
- **Grow** our primary industries and regions through balancing social, economic and environmental drivers.
- **Innovate** through a culture of inquiry and adaptation.

We draw on our grow, protect, innovate approach to deliver priorities under three outcome areas:

1. Management and stewardship of WA's land and aquatic resources.
2. Capable and empowered communities.
3. Dynamic regions and primary industries

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- **Working together** – We achieve better outcomes with our colleagues, stakeholders and the community by engaging with their ideas, knowledge and expertise.
- **Acting with integrity** – We foster a culture where individuals are accountable for their actions, behaviours and contributions.
- **Responding with purpose** – Our actions and reactions are intentional, well thought out and align with a specific objective or goal.
- **Embracing curiosity and creativity** – There is always space to be innovative, through curious and creative thinking.
- **Aspiring for a better future** – Our combined efforts deliver sustainable results – environmentally, socially and economically.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Facilities Management

- Maintains current knowledge of facility regulations, industry standards and management best practices.
- Coordinates the daily operation, maintenance and minor project work activities of facilities to ensure they are fit for purpose and meet regulatory and safety requirements.
- Oversees the safe handling, storage, and disposal of materials, waste, and equipment in accordance with environmental and workplace health and safety standards.

- Maintains and updates registers for facility access equipment, and security systems, ensuring accuracy and compliance with protocols.
- Ensures procurement activities and the issuing of Purchase Orders and approving invoices are undertaken in accordance with organisational procurement policies, delegations and relevant financial frameworks.
- Oversees workstation, equipment and facility configurations to support operational efficiency.
- Contributes to the safety and comfort, of staff, contractors and visitors working in facilities.
- Manages access control systems, including the allocation and return of access cards and keys for secure areas.
- Provides advice and support to staff regarding facility use, maintenance, and compliance requirements.
- Assists with the development and review of facilities management policies, procedures and plans to reflect changes in regulations, standards, service levels and best practice.
- Liaises with government agencies, research institutions, and industry stakeholders on matters related to facility management and compliance.
- Represents the branch in strategic meetings related to Work Health and Safety, operations, and facilities management.
- Maintains and updates the register for workstation and building security, ensuring details are correct.

Fleet and Logistics Coordination

- Collaborates with fleet management to coordinate the acquisition, maintenance and replacement of facility-based vehicles.
- Coordinates parking and logistics arrangements for facility-based vehicles.
- Monitors fleet performance, addressing issues promptly and escalating to relevant leadership as needed.
- Provides guidance to staff on vehicle fleet policies and procedures specific to operations.

Team Leadership and Customer Service

- Provides leadership, guidance, and support to team members to ensure effective and efficient facility operations.
- Promotes high standards of customer service to internal and external stakeholders, ensuring timely and professional responses to enquiries and issues.
- Participates in training and capacity building activities to enhance team capability in facilities management.
- Engages in continuous improvement initiatives to enhance facility functions and service delivery.
- Participates in incident and emergency management activities relevant to department operations

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Demonstrated experience coordinating facilities management functions across multiple sites, including metro and regional locations.

Core capabilities

2. *Build effective relationships:* Well-developed written, verbal and interpersonal communication skills, with a demonstrated commitment to a customer focused service approach.
3. *Challenge for innovation:* Proven ability to develop practical and innovative solutions to problems, preferably within an agricultural or facilities management context
4. *Think strategically:* Strong conceptual, decision making, analytical and problem-solving skills.
5. *Deliver in a changing environment:* Adaptable to shifting priorities, maintaining quality and completing tasks efficiently.
6. *Lead and empower others:* Capability to lead a small team, fostering quality outcomes and customer service

Desirable criteria

1. Possession of a relevant tertiary qualification in agriculture, environmental management, facilities management or a related field.
2. Experience working with government agricultural agencies, research institutions, or regional service delivery programs.

Special requirements/equipment

- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense)
- Occasional travel to and from metropolitan and regional offices may be required.
- DPIRD is an Emergency Management Agency, and all employees may be required to work or travel during, or outside of, normal business hours to assist with incidents and emergencies.
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Position title: Managing Director, Corporate Services

Endorsement Date: 9 April 2026