



Facility and Events Administrator

POSITION DESCRIPTION FORM

Region / Portfolio:

Workforce

Position Description Number:

Gen 115

Directorate / Command / District / Division:

Police Academy

Level:

Level 3

Business/Work area:

Academy Business Services

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Joondalup

Position Objective

Ensures the professional and timely utilisation of portfolio facilities for both internal and external clients. Organises and contributes to the successful running of events within the Police Academy complex. Engages external service providers to ensure maintenance of equipment and complex.

Role of Work Unit

Academy Business Services are responsible for the general management of the Academy complex; identifying and enhancing commercial opportunities; financial, equipment and asset management; capital and minor works and oversighting of contracted services. This includes the organisation of events, seminars, conferences, ceremonies, executive forums and accommodation.

Reporting Relationships

This position reports to:

- Facility and Events Coordinator, Level 4

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Key Accountabilities

1 Events and Graduation Administration 65%

- 1.1. Facilitates all classroom, meeting room and Chapel bookings for the Academy, including private events (i.e. weddings, christenings and other ceremonies).
- 1.2. Organises and assists with the running of special events, executive conferences and major ceremonies held at the Academy and liaises with clients to determine their resourcing needs in accordance with the event timelines.
- 1.3. Prepares briefing notes, administration instructions and commentary notes, as necessary for events.
- 1.4. Organises necessary security for personnel attending events.
- 1.5. Coordinates logistics for events and conferences including arranging facilities and resources for functions and events.
- 1.6. Compiles relevant information for inclusion in event booklets/material.
- 1.7. Prepares awards and ensures sufficient certificate, prize and other stock is available and contacts sponsors as required to maintain appropriate levels.
- 1.8. Acts as the first contact point on ceremony days for logistical and/or administrative issues.
- 1.9. Schedules and attends post-event debrief meetings to discuss issues that have arisen during proceedings and recommends solutions.
- 1.10. Liaises with catering management and staff to ensure the Academy's catering requirements are met.
- 1.11. Certifies invoices associated with Academy events and prepares for payment.
- 1.12. Compiles and maintains events calendars.
- 1.13. Creates and uploads informative visual presentations for display to Academy staff.
- 1.14. Certifies invoices and prepares accounts for payment.

2 Facility Services 30%

- 2.1. Reports any building maintenance requirements identified to the Building Services Officer.
- 2.2. Arranges maintenance in required areas with minimum disruption to training.
- 2.3. Assists the Area/Floor Wardens for the Academy site, by ensuring they keep up to date with training and changes in fire systems or procedures.
- 2.4. Assists the Facility and Events Coordinator in ensuring the quality of service provision of non-building contracts (e.g. Security, ground maintenance and cleaning) in liaison with the respective business areas and Asset Management.
- 2.5. Undertakes quarterly stock take of the equipment on the asset register such as Learning Centre computers and laptops are completed and report any findings.
- 2.6. Represents the Division at meetings and presentations as directed.
- 2.7. Provides a first response to all technical support requests, such as issues reported with Learning Centre smartboards and audio visual equipment, checking cabling is sufficient and fit for purpose and assisting in directing telephony issues to the appropriate teams.
- 2.8. Ensures the learning facilities stationery/office supplies are maintained and arranges repairs and replacements as required.

3 Other (5%)

- 3.1. Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2. Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3. Undertakes other duties as directed.

Position Title: Facility and Events Administrator	Level: 3	Position Number: Gen 115
---	----------	--------------------------

Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Ability in event coordination	Coordinating logistics associated with event management. Utilising associated systems and processes.
Communication skills	Preparing memos, general correspondence and reports. Communicating with a diverse range of people. Providing clear and succinct information. Interacting with personnel of all levels. Providing a high standard of customer service responsiveness to local and international customers.
Planning and organising skills	Managing own workload effectively by planning and prioritising work to meet deadlines. Demonstrating self-motivation and initiative to achieve work objective with minimum supervision. Organising a variety of tasks, people and logistics for different events. Multi-tasking.
Ability to apply relevant legislation	Sourcing, interpreting and applying the <i>Financial Management Act 2006</i> and Treasurer’s Instructions.
Problem solving skills	Achieving objectives even in difficult circumstances. Remaining positive and responding to pressure in a calm manner. Researching information relevant to work tasks and responsibilities.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Personal Leadership**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
Senior Organisational Design Consultant, Organisational Design and Analysis	Martine Dimond	04/06/2026
Assistant Divisional Officer, Leadership and Career Development	Inspector Brad Cooper	08/06/2026