



Facilities Officer

Position Details

Position Number: 50000120

Classification: Level 2 FTE 1.0

Award/Agreement: Government Officers Salaries, Allowance and Conditions Award 1989, Public Sector CSA Agreement 2024 or as replaced

Directorate: Capability People & Culture

Location: Bunbury

Reporting Relationships

Responsible to

Campus Manager Bunbury
Level 5

This Position: ↑
Facilities Officer

Positions under direct supervision:
Nil

Other officer reporting to this position:

Contracts & Assets Officer	L3
Facilities Officer	L2
Senior Technician	L3
Technicians	L2 x 13

Our Purpose

Building our community today, for tomorrow

South Regional TAFE’s strategic vision is focused on creating a learning experience to inspire success. To achieve this, we strive to provide responsive, sustainable and innovative training that celebrates the diversity of our community.

Our Values

Collaboration

We will listen, evolve and work together, helping and supporting each other for the collective goals of the college.

Integrity

We are committed to being honest, accountable, with high standards of ethical behaviour.

Inclusion

We work to strengthen a culture of care for our students and staff, by supporting every learning journey, whether for our students, colleagues or industry partners.

Innovation

We create exceptional learning environments by engaging with students, industry and staff and valuing their experience, knowledge and ideas.

Position Overview

Assists in the maintenance of College buildings, fixtures, vehicle fleet, furniture and equipment. Assists in the coordination of external contractors and liaises with internal clients. Participates in minor building projects and improvements to the campus facilities.

Position Responsibilities

- Monitors buildings, including their operational systems and campus grounds to identify failures and hazards.
- Monitors campus based contractor activities and maintains appropriate records including status of faults, breakdowns, general restoration and minor works.
- Supports internal and external events, third party access and internal furniture reconfiguration as required or directed.
- Identifies, responds to and carries out repairs and low value improvements.
- Supports the Campus Manager in the coordination of campus base third party contractor maintenance scheduled for equipment and plant including air-conditioning and ventilation systems, electrical, plumbing, water and security services.
- Obtain quotations for equipment and minor works as per college processes and as directed.
- Communicates effectively and works professionally and cooperatively with internal and external stakeholders.
- Works closely and cooperatively with the Campus Manager, technicians and delivery teams to ensure facilities and services are appropriately maintained.
- Contributes to the college's continuous improvement initiatives that support college goals.
- Supports the broader college team and initiatives as and when required.
- Undertakes other duties as required and may be required to work from any college campus.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Work Health and Safety, Public Sector Standards, and the College Code of Conduct.

Selection Criteria

Essential

1. Demonstrated experience in the maintenance of building structures or a relevant trade qualification.
2. Demonstrated ability to show initiative and to be able to work with minimal supervision.
3. Well developed computer skills and the ability to operate Microsoft Office suite such as Outlook, Excel and Word.
4. Good communication and interpersonal skills with demonstrated ability to build excellent working relationships and work as part of a team.
5. C Class Drivers License and current High Risk Forklift licence or willingness to obtain one.
6. An understanding of the requirements of the Work Health and Safety Act and Regulations.



Flexibility Requirements

1. Hours of work and leave will be managed in accordance with the needs of the business.
2. Staff may be deployed to other areas of the college to meet broader business needs, as and when required.
3. Staff may be required to assist and support College initiatives and events such as enrolment days and open days.
4. The College has a reduced activity period during Christmas/New Year which could include a closedown period of up to 12 working days . Arrangements for leave during this period will be negotiated with employees.
5. Staff may be required to travel to and work from other locations including all SRTAFE Campuses.

Special Conditions

Nationally Coordinated Criminal History Check (NCCHC):

South regional TAFE appointees are required to apply for a Nationally Coordinated Criminal History Check prior to commencing duty. Applications will be directed to the "Screening Unit" at the Department of Education and Training.

Working With Children Check (WWC):

Staff appointed to South Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If the HR Manager receives a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- South Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Work Health and Safety Act (2020)
- Staff computer Use Agreement
- South Regional TAFE policies and procedures

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Certification

This document provides an accurate statement of the position's responsibilities and requirements.

Signatures

Business Unit Manager	Director
 <p>Digitally signed by Neil Augustson Date: 2026.06.11 15:23:04 +08'00'</p>	 <p>Digitally signed by Val Tomlin Date: 2026.06.15 09:12:17 +08'00'</p>

