



Building Management Officer (North)

Branch:	Accommodation and Building Services
Directorate:	Regional Services
Position Number:	00014972
Classification:	Level 4
Physical Location:	Perth (Victoria Avenue)
Award/Agreement:	Public Service Award & Public Sector CSA Agreement 2024 & Public Sector CSA Agreement 2024

Our purpose: Empowering a Thriving Community

The Department of Transport and Major Infrastructure (DTMI) together with Main Roads WA and the Public Transport Authority forms the Transport Portfolio. DTMI seeks to connect people and places to keep Western Australia moving towards a safer, healthier, and more sustainable future.

Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia. DTMI promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DTMI is a values-based organisation committed to empowering a thriving community.



COLLABORATION

Working **together**, we get things done.



WELLBEING

Looking after **ourselves** and supporting **others**.



ADAPTABILITY

Always open to **possibilities**.



ACCOUNTABILITY

Taking ownership, we **deliver**.

Overview of the Directorate

The Regional Services Business Unit are the trusted voice of the Department of Transport in the regions. We have great people that are knowledgeable, trusted and multi-skilled, they are problem solvers with a can-do attitude. We are all part of a team that works together across regional WA and are ready to pitch in to help each other out. We are flexible and adaptable; we use technology and local knowledge to provide services that are suited to each unique community and work closely with other members of the Transport Portfolio to deliver quality services and outcomes to regional customers. Our teams are connected to the community which they are a part of, we value our customers and go above and beyond to assist them, providing excellent customer service across regional WA.

Choose an item.

Overall Purpose of the Role

The Building Management Officer – North coordinates facilities management for allocated all owned and leased Departmental buildings to ensure assets are maintained, repaired and secured and that efficient services are provided to staff and the public.

The position liaises, consults and negotiates with internal and external stakeholders including divisional management, staff, building owners and representatives, consultants and service providers. Researches and reports or makes recommendations regarding service improvements, financial and budgetary needs.

Work Description

FACILITIES MANAGEMENT AND SUPPORT

1. Coordinates facilities management processes for all allocated owned and leased Departmental buildings to ensure assets are maintained, repaired and secured and that efficient services are provided to staff and the public.
 - Liaises, consults and negotiates with internal and external stakeholders including divisional management, staff, building owners and representatives, consultants and service providers to ensure building management and all related services are maintained.
 - Researches and reports or makes recommendations regarding service improvements, financial and budgetary needs.
 - Liaises with the Building Management and Works, building owner's representatives and/or facilities management providers to ensure that contractual requirements are met, appropriate services are provided within an external to buildings and that State Supply Commission policies are adhered to.
 - Liaises with Occupational Health and Safety representatives and facilities management providers on a range of health and safety matters pertaining to Departmental owned and leased buildings.
1. Coordinates emergency evacuation procedures and ensures nominated staff who volunteer as floor wardens are trained and that relevant systems are in place for nominated buildings.
1. Manages minor work requirements within nominated buildings including quotation processes as necessary and liaises with consultants and staff regarding minor works or sustainability issues.
1. Implements recommended sustainability initiatives (e.g. energy, water, waste) as required in owned and leased Departmental buildings and provides information to management.
1. Manages car parking arrangements for Departmental buildings and takes appropriate action where required.
1. Operates within Divisional governance frameworks, policies and procedures.
1. Ensure that security systems (Access Controls, CCTV, Alarms, key locks) for the departmental building(s) are maintained in good order through liaison with providers or managing agents.
1. Monitor security arrangements and compliance with procedures for the buildings including arranging for security personnel (patrol or static guards) as necessary to ensure continued safety and control.
1. Investigate and report on security breaches as directed
1. As and when directed undertakes additional responsibilities.

Choose an item.

Work Related Requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria:

Essential:

1. Considerable experience in working within a building services environment.
2. Knowledge and understanding of relevant Occupational Health and Safety legislative requirements within a building and accommodation services environment.
3. Sound verbal, written and interpersonal communication skills, with the ability to liaise, engage and negotiate with a variety of internal and external stakeholders.
4. Well-developed analytical and research skills with the ability to resolve problems.
5. Proven ability to plan, priorities and organize workloads in order to meet agreed targets and timelines.
6. Ability to work autonomously but also as a member of a team to achieve goals and objectives.

Desirable:

Nil

Choose an item.

Reporting Relationships

Director Accommodation and Building Services, Level 8



Manager Accommodation Operations and Planning, Level 7



This Position



Nil

Allowances/Special Conditions

NIL

Certification

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

Chief People Officer

People and Culture