



# Facilities and Assets Manager

<b>Division / Directorate:</b>	Capability and Performance   Finance and Business Services
<b>Position Number:</b>	10037
<b>Classification:</b>	Level 6
<b>Location:</b>	Perth
<b>Position Type</b>	Permanent - Full Time
<b>Leadership Context:</b>	Leading Others
<b>Award/Agreement:</b>	Public Service Award and Public Service and Government Officers General Agreement 2024 or any subsequent replacements.

## Position Snapshot

The Facilities and Assets Manager leads management services including fleet, facilities and assets for the WA Electoral Commission. Reporting to the Director Finance and Business Services, the role manages a small team and is responsible for accommodation, fleet, physical assets and related business services.

The role has a critical election readiness and delivery function, including responsibility for securing and supporting election facilities such as early polling places, processing centres and related sites. In partnership with the Electoral Operations, the position develops and implements project plans delivered through a temporary project workforce overseen by this role, while ensuring compliance with procurement, leasing, contract management, asset stewardship and work health and safety requirements in a high-trust public sector environment.

## Our Purpose, Culture and Values

### Safeguarding trust in democracy

The WAEC is entrusted with safeguarding one of the State's most important public assets: trust in democracy. Our team delivers impartial, independent, and secure elections and referenda, maintains the electoral roll, regulates aspects of the electoral framework, and leads civic education and community engagement. We strive for integrity, professionalism, and innovation in everything we do, ensuring every Western Australian can be confident in the fairness and security of their electoral system.



Check Every Box



Focus on Fairness



Achieve Together



Make It Count

## What We Expect of Everyone

WAEC believes leadership is critical to organisational success and that everyone contributes to leadership, culture and performance, regardless of their role.

We use the [Building Leadership Impact \(BLI\)](#) framework to provide a shared understanding of the mindsets and behaviours expected across the Commission and the broader public sector.

For this role, the leadership context is [Leading Others](#). In this context, Facilities and Assets Manager is expected to demonstrate the mindsets and behaviours associated with leading people, building team capability, fostering accountability and delivering outcomes through others and in partnership with stakeholders.

## Key Accountabilities

### Operations and asset management

- Manage fleet, facilities and asset services to meet operational needs.
- Maintain asset registers, lifecycle plans and maintenance schedules.
- Lead strategic accommodation planning for office and warehouse needs in line with WA public sector standards.
- Oversee fleet planning and administration in line with State Fleet requirements.
- Manage procurement, leasing and contracts across the portfolio.
- Manage contractors and service providers to deliver value-for-money outcomes.
- Support budgeting, planning and reporting for the portfolio.

### Election readiness and project delivery

- Lead election facility readiness, including early polling places, processing centres and other operational sites.
- Develop and deliver project plans with the Election Planning and Readiness team.
- Oversee temporary project workforce to deliver time-critical election facility projects.
- Manage security issues and risks for both long term and short-term accommodation, site security, access, logistics, WHS and readiness.

### Leadership, governance and WHS

- Lead and develop a small team to deliver services and continuous improvement.
- Build effective relationships with stakeholders, contractors and service providers.
- Provide clear advice on operational issues, risks and service improvements.
- Conduct facility risk assessments, maintain risk registers, and implement mitigation strategies for security, WHS, and operational continuity.
- Ensure emergency management plans are in place, and all contractors are inducted and compliant with WHS.

## Election Readiness and Deployment

The Commission operates a whole-of-organisation delivery model, where employees may be temporarily deployed to support election planning and delivery activities as part of ongoing operational readiness when required and as directed by their manager.

Such deployments are a standard operational requirement and do not change an employee's substantive role, job family or classification. Position descriptions are designed to reflect core responsibilities while enabling flexibility to support election delivery as required.

## Role Impact and Measures of Success

- Ensures fleet, facilities and asset services are planned and delivered efficiently, supporting reliable day-to-day operations and organisational readiness.
- Strengthens election readiness by securing and preparing facilities, coordinating project delivery and supporting timely implementation through permanent and temporary workforces.
- Improves stewardship of accommodation, fleet and physical assets through sound planning, maintenance, procurement, leasing and lifecycle management practices.
- Supports informed decision-making and value-for-money outcomes through effective contract management, financial oversight, risk management and practical advice.
- Promotes safe, compliant and customer-focused services by embedding WHS standards, accountability and continuous improvement across the portfolio.

## Capabilities and Experience

The following capabilities and experience are required to perform this role effectively.

### Essential

- Experience managing facilities, assets, accommodation and/or fleet services in a complex organisation.
- Knowledge of accommodation planning, procurement, contract management, commercial leasing and fleet operations.
- Ability to lead a small team, manage competing priorities and deliver outcomes in time-critical environments.
- Strong project planning, problem solving and stakeholder management skills.
- Well-developed communication skills including the ability to negotiate with landlords, contractors and government agencies.
- Ability to apply governance and WHS requirements and provide clear advice and reporting.

**Desirable**

- Relevant tertiary or vocational qualifications in facilities management, asset management, procurement, project management, business, logistics or a related discipline.

**Where This Role Sits and Key Relationships**

This role sits in the Finance and Business Services Directorate within Capability and Performance Division and reports to the Director Finance and Business Services. It works closely with the Election Planning and Readiness team, internal business units,

contractors, landlords, service providers and relevant agencies, and supervises a small team and temporary project staff supporting election facility readiness.



**Certification**

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

Electoral Commissioner

18 June 2026