



# Facilities Coordinator

## Position Details

Position Number: 30000542

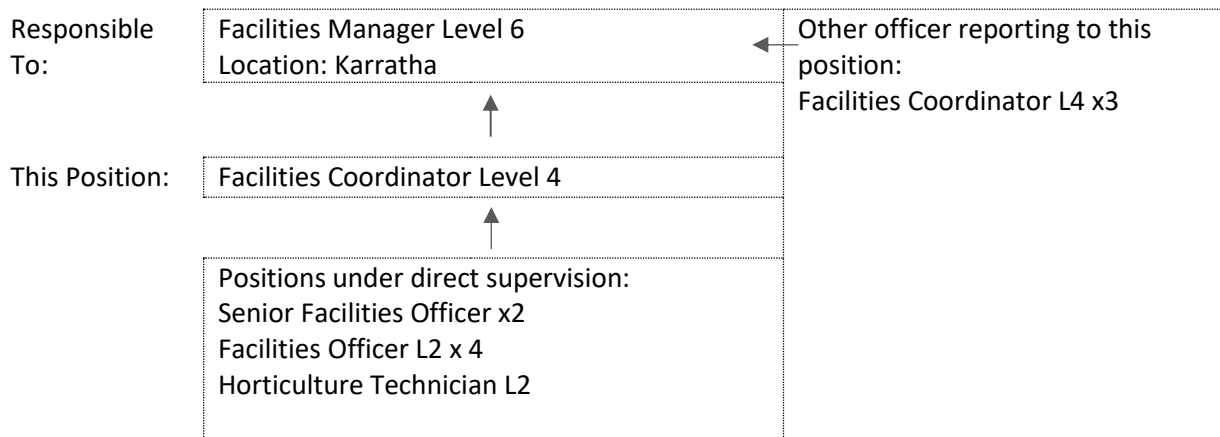
Classification: Level 4

Award/Agreement: Public Service and Government Officers CSA General Agreement 2019

Directorate: Corporate Services

Location: Broome

## Reporting Relationships



## Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

## Our Values

We are committed to an inclusive, high performance culture that places the student at the centre of all that we do.

Employees at NRT must observe and demonstrate the NR TAFE Code of Conduct and Public Sector Commission Code of Ethic values and principles in their day to day activities and behaviour.



**NRT VALUES**

RESPECT and INTEGRITY through  
PROFESSIONALISM and TEAMWORK

*“Respect and Integrity through Professionalism and Teamwork”*



## Position Overview

Assists in the coordination of the College's facilities, buildings, assets, furniture, vehicle fleet and equipment. Coordinates the College's maintenance activities. Coordinates the day to day operational aspects of facilities contracts, fleet management and the facilities team.

## Position Responsibilities

- Coordinates and directs the activities of the facilities staff and contractors
- In conjunction with the Facilities Manager, assists with the monitoring and coordination of facilities related contracts i.e. gardening, cleaning, waste
- Coordinates breakdown repairs, routine and preventative maintenance activities and minor works projects
- Coordinates the security of the College's buildings and facilities, including liaising with security monitoring company and security sub-contractors.
- Coordinates the maintenance and safety of the TAFE's vehicles fleet including replacement
- Coordinates delivery of projects including scoping, risk assessment with adherence of safety and compliance
- Reviews and maintains facilities policies, procedures and compliance documents in conjunction with the Facilities Manager
- Responsible for contractor management on site
- Coordinate a range of activities to support the management of infrastructure and assets at NR TAFE to ensure that facilities meet or exceed expectations
- Deliver cost effective initiatives to ensure high quality services are delivered to customers in relation to maintenance and building works that represent value for money
- Working flexibly as required and maintaining a collaborative approach with stakeholders to meet the requirements of College objectives
- Monitor and approve staff leave in accordance with the leave management policy
- Approve invoices for payment in accordance with the delegation policy

## Selection Criteria

### Essential Criteria

1. Highly developed communication, organisational, negotiation, analytical, problem solving, and supervisory skills.
  2. Experience in proactively identifying building, ground, fleet and equipment maintenance requirements, and initiating appropriate remedial actions.
  3. Ability to manage change, interpret and implement a broad range of policies, procedures and systems to effectively contribute to the operational requirements of the campus facilities.
  4. Knowledge and experience of purchasing, tendering and quotation, policies, procedures and other relevant requirements in accordance with legislation.
  5. Knowledge and experience in operational areas including, maintenance, security, communications, stocktaking, plant, equipment and building audits.
  6. Demonstrated ability to use a range of computer programs relevant to the facilities and resource management.
  7. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.
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**Appointment Factors**

**Location:** North Regional TAFE Campus

**Accommodation:** Not applicable

**Allowances:** As per Award.

**Travel:** Travel to and work at other campuses or sites will be required as the need arises.

**Special Conditions**

**National Police History Check:**

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

**Working With Children Check (WWC):**

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

**Current WA 'C' Class Driver's Licence**

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

**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
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Occupational Safety and Health Act (1984)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

**CERTIFICATION**

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

Employee		Managing Director	
Name:		Name:	Kevin Doig
Signature		Signature	
Date:		Date:	25/02/2020