



## Senior Facilities Officer

### Position Details

Position Number: 30000543  
Classification: Level 3  
Award/Agreement: Public Service and Government Officers CSA General Agreement 2019  
Directorate: Corporate Services  
Location: Kununurra

### Reporting Relationships

Responsible To:	Facilities Coordinator Level 4 Location: Broome	Other officer reporting to this position: Facilities Officer L2 x 4 Horticulture Technician L2 Senior Facilities Officer L3
This Position:	Senior Facilities Officer Level 3 Location: Kununurra	
	Positions under direct supervision: nil	

### 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

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





## Position Overview

The Senior Facilities Officer provides effective and efficient business and administrative support to the Facilities Manager, Facilities Coordinator and Facilities team to achieve business goals.

## Position Responsibilities

- Coordinates breakdown repairs, routine and preventative maintenance activities and minor works projects for the College
- Coordinates a broad range of support functions across the scope of the Facilities Team operations
- Develops and provides administrative processes to ensure relative statutory documents are maintained
- Assists in quality audits and compliance activities regarding purchasing, tendering, contracts and safety
- Assists in the maintenance of asset registers
- Provides purchasing services and credit card reconciliations
- Prepares and distribute monthly financial reports
- Maintains and manage Facilities schedules and calendars
- Maintains and manage Facilities network drives and information systems
- Reviews and maintains facilities policies, procedures and compliance documents in conjunction with the Facilities Manager
- Assists with the coordination of the insurance activities of the College including claims processing
- Coordinates the servicing and maintenance of fleet as required
- Other Duties as required.

## Selection Criteria

### Essential Criteria

1. Well-developed written, oral and interpersonal skills with experience in report preparation and production.
  2. The ability to build rapport with all stakeholders in the delivery of services that meet client needs and business goals
  3. Ability to prioritise, monitor and coordinate workload, use initiative and problem solving to achieve results
  4. Ability to undertake high level administrative tasks including compliance and financial processing
  5. Demonstrated high level data entry, work processing, spreadsheet and database skills.
  6. 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