



Facilities Manager

Position Details

Position Number: 30000021

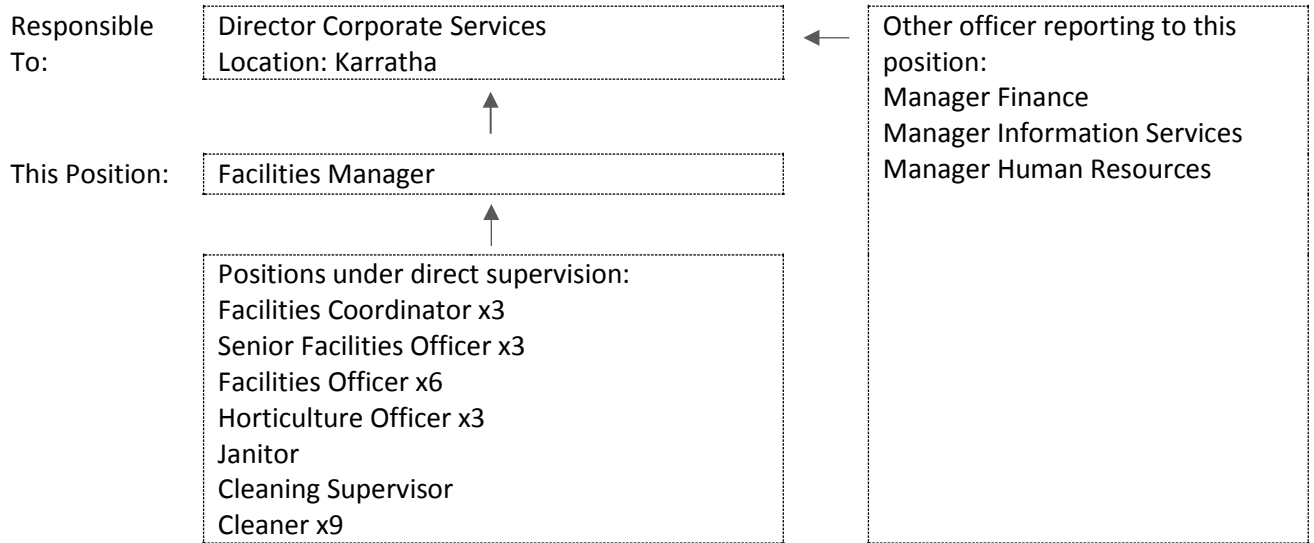
Classification: Level 6

Award/Agreement: Public Service and Government Officers CSA General Agreement 2017

Directorate: Corporate Services

Location: Broome/Karratha/Pundulmurra

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 to enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA as well as enabling job training pathways to local communities, some of which include the most vulnerable people in our region.

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

This role is responsible for the effective management of NR TAFE campus facilities. The incumbent ensures the safe operation of the campuses in accordance with statutory requirements and provides a comfortable environment for campus staff and students.

Position Responsibilities

- Overall management of campus services including security, maintenance, cleaning and gardening and energy management in compliance with all statutory and policy requirements.
- Contributes to the planning and achievement of College goals through creating a shared sense of purpose and well-being.
- Implements Directorate operational and business plans ensuring the whole of government agenda is understood and met.
- Develops strategies to mitigate risk and improve campus amenities for staff and students.
- Manages the Branch and ensures compliance with College and public sector values, policies, statutory requirements and sector wide initiatives.

Selection Criteria

Essential Criteria

1. Demonstrated experience in the management of facilities with the ability to meet statutory and policy requirements.
2. Ability to work in a collegiate manner and demonstrate well developed communication and interpersonal skills within the organisation, with clients, and with other agencies and service providers.
3. Demonstrated capacity to implement the policy and legislative requirements of a statutory authority in the public sector, particularly in a regional setting.
4. Proven ability to manage the financial and human resources of the Branch, and to manage projects efficiently and effectively.

Other Requirements

- Ability to travel to all campuses of the college as required.



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.

Line Manager		Director	
Name:		Name:	
Date:		Date:	