

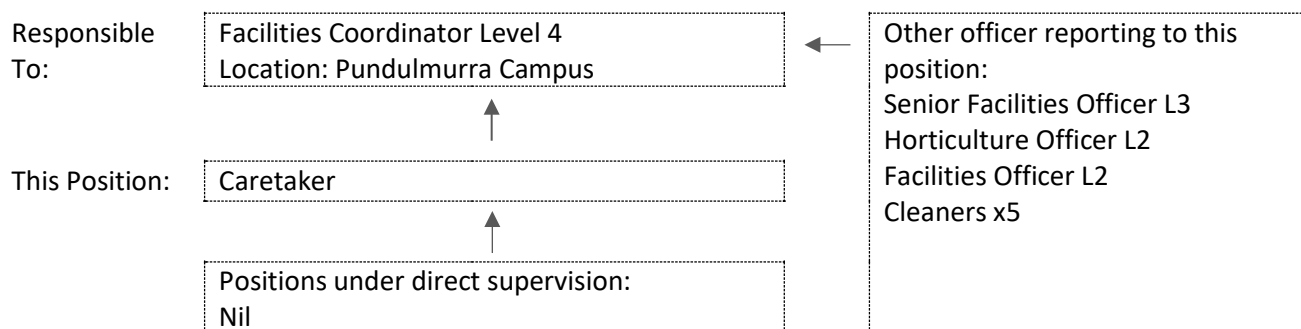


Caretaker

Position Details

Position Number: 300000682
Classification: Miscellaneous Level 2
Award/Agreement: Government Services (Miscellaneous) General Agreement 2022
Directorate: Corporate Services
Location: South Hedland

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

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 position is responsible for the supervision and general cleaning of the student accommodation located at the Somerset Apartment managed by North Regional TAFE. The position is also responsible for the safety of the student accommodation including the issue of keys, gardening and general maintenance. The position will also undertake other duties to support the Facilities team, including undertaking cleaning and gardening at the Pundulmurra campus and South Hedland Annex.

Position Responsibilities

- Undertakes duties associated with the provision of accommodation through the College's student residences, including control of access, key control, welcoming guests, security, light maintenance, cleaning, gardening and general security.
- Report faults and maintenance and other identified issues, if not able to repair, to the Facilities Coordinator or nominated contact.
- Manage disturbances that occur in the vicinity of the student accommodation and escalates to the police when required.
- Inspect vacated rooms undertake cleaning and arrange for laundry on the day of vacate.
- Identifies and performs basic maintenance and repair services as required and liaises and provides access to student accommodation to contractors to undertake repairs and maintenance.
- Be the on-site point of contact when security alarms at the Somerset Apartments, Pundulmurra campus and South Hedland Annexe.
- Other duties in support of the Facilities team as required, including cleaning other College facilities and undertaking gardening across the campus.

WHS Services:

- Routine cleaning duties are to be undertaken in a safe and responsible manner according to Work Health and Safety requirements and conduct risk assessments when required.
- Participates in the maintenance of a safe work environment.

Selection Criteria

Essential Criteria

1. Ability to relate and communicate effectively with a wide range of clients including students, staff and contractors.
2. Good organisational and time management skills.
3. Proven ability to read and understand written instructions, prioritise and apply safety principles.
4. Physically capable to undertake the duties of the position including manual handling, cleaning and gardening.
5. Light maintenance skills including the ability to proactively identify maintenance or safety issues and follow established processes to address.



Appointment Factors

Location: North Regional TAFE Campus

Accommodation: Position is required to reside on or in the vicinity of the campus.

Allowances: As per Award.

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

Special Conditions

Hours of Work

In line with clause 3.1.5 of the *Cleaners and Caretakers (Government Award) 1975*, there shall be no fixed spread of hours for this position which will be required to be on duty any day of the week up to 38 hours per week. Overtime provisions will apply in line with the Award in the event the hours of work exceed the maximum prescribed amount.

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		Acting Managing Director	
Name:		Name:	Nerida Kickett
Signature		Signature	
Date:		Date:	7 February 2023