



## Facilities and Finance Officer Cape Naturaliste College

<b>Position number</b>	00042830
<b>Agreement</b>	Public Sector CSA Agreement 2022 or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 5)
<b>Direct reports</b>	Gardener/Handyperson Cleaner in Charge

### Context

Information about Cape Naturaliste College is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Provide support to the Manager Corporate Services for the supervision of the college cleaning and gardening services, including managing cleaning and gardening staff.
- Coordinate daily operations relating to the management and maintenance of college grounds and amenities.
- Coordinate the community use of college grounds and amenities, including scheduling and completion of required documentation.
- Undertake research and make recommendations regarding the acquisition of assets relating to the college grounds, buildings and amenities.
- Coordinate the acquisition, deployment and recording of assets relating to college grounds, buildings and amenities.
- Assist in developing and implementing maintenance, improvement and replacement strategies and procedures for college facilities, equipment and buildings.
- Assist with the preparation of funding submissions, the evaluation of tenders and the coordination and management of contracts.
- Arrange the maintenance and repair of the vehicle fleet.
- Liaise with service providers, contractors and stakeholders in relation to facilities management, including consideration to occupational health and safety.
- Assist the Manager Corporate Services manage the college's financial resources, ensuring procedures and processes comply with applicable legislation and policy.
- Assist in preparing, implementing and monitoring the college budget.
- Contribute to financial planning strategies, reporting and analysis.
- Research and identify funding opportunities at the local, State and National level.

- Coordinate and complete financial administration tasks, including the processing of payments, invoicing, cash management and reconciliations.
- Provide advice and support to staff on administrative procedures, business management software and matters relating to financial legislation, policy and administrative procedures.
- Supervise administrative support staff, including scheduling and allocating tasks.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and departmental policy.

### **Selection criteria**

1. Demonstrated sound financial management skills with the ability to interpret and apply financial and accounting practises and procedures.
2. Demonstrated sound ability to provide effective support and input into the development, implementation and monitoring of school buildings, grounds and facilities and the ability to investigate funding opportunities.
3. Demonstrated sound team management and supervisory skills including the ability to motivate and develop staff.
4. Demonstrated sound written, oral and interpersonal skills with the ability to work within a team environment and develop and maintain effective working relationships with internal and external stakeholders.
5. Demonstrated well developed computer skills, including the ability to create, operate, extract reports and manipulate databases, spreadsheets and systems.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Department policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment.
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

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

### **ENDORSED**

Date            2 June 2023  
Reference    D23/1200397