



Facilities Officer - Level 3 (MIS23185)

Group:	Corporate Services and Labour Relations	Location:	R-Kalgoorlie
Division/Directorate:	Corporate Services	Supervises:	0
Branch:	Assets	Reports to:	Coordinator Regional Assets
Section:	Assets Services		

Operational Context

The Assets Branch provides building, property, fleet and facility related services to departmental locations in the CBD, metropolitan area and regional centres. These strategic and operational services are undertaken by applying sound business principles and government policies so that facilities are safe, functional and well maintained, in order to enhance the corporate performance of the Department.

Role Overview

This position is a point of contact for Regional Officers assisting with accommodation, maintenance and fleet management activities ensuring a high quality and efficient customer service is provided and assets are managed in accordance with standard government and legislative requirements.

Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Contributes to facility management across the regions including building security, refurbishments, minor works, contract management, building inductions, and the supervision of contractors working on site during and outside of normal working hours as required.
- Manages WHS and emergency situations during and outside business hours, and undertakes role as Deputy Chief Fire Warden.
- Develops, maintains and reports on registers, databases, spreadsheets and documents related to facilities services.
- Assists Assets Branch with WHS, assets and fleet management activities across the regions while maintaining good file management practices
- Conducts audits as required and co-ordinates Branch stock take of assets and inventory and liaises with Divisions and Finance staff.
- Conducts onsite cleaning inspections on a scheduled basis and co-ordinates annual routine maintenance and building break downs and repairs
- Provides front line customer contact and maintains client relationships to create a climate conducive to undertaking business.

Corporate Responsibilities

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Performs other duties as directed.

Role Specific Requirements

The following outlines what experience and qualifications are required to undertake this role:

- Demonstrated organisational and administrative skills with experience in maintaining databases and providing operational support for a team.
- Ability to work outside of standard business hours as required.

Capabilities Required

The following outlines the behaviours required to be demonstrated to perform this role:

- Meets objectives, follows up to ensure work is finalised.
- Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Works collaboratively with team members and external stakeholders and treats people with respect and courtesy.

This position reports to:

Coordinator Regional Assets

Position No: MIS20043 Classification: L5

Positions reporting to this Role:

This position has no direct reports

Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- High integrity required for conflicts of interest
- National Police Check

Approved Date

31-OCT-2023