

JOB DESCRIPTION

Assets & Maintenance Officer

Level:	Level 3
Position Number:	40000584
Location:	Kalgoorlie
FTE:	0.6
Division:	Capability, People & Culture
Branch:	Assets, Amenities & Sustainability
Agreement:	Public Sector CSA Agreement 2022 <i>(and subsequent agreement/s)</i>
Award:	Government Officers' Salaries Allowances and Conditions Award 1989

ABOUT THIS POSITION

Assists in the coordination of the College's facilities, buildings, assets, furniture, vehicle fleet, insurance and equipment. Assists with the coordination of maintenance activities for Eastern Goldfields College (EGC) and other day-to-day operational aspects for the College.

POSITION'S RELATIONSHIPS

THIS POSITION REPORTS TO:

Coordinator Assets & Maintenance	Kalgoorlie	Level 4
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OTHER POSITIONS REPORTING TO ABOVE POSITION:

Facilities & Maintenance Officer	Kalgoorlie	Level 2
Cleaning & Maintenance Officer x 3	Kalgoorlie	Misc Level 2

OFFICERS UNDER DIRECT RESPONSIBILITY:

Nil

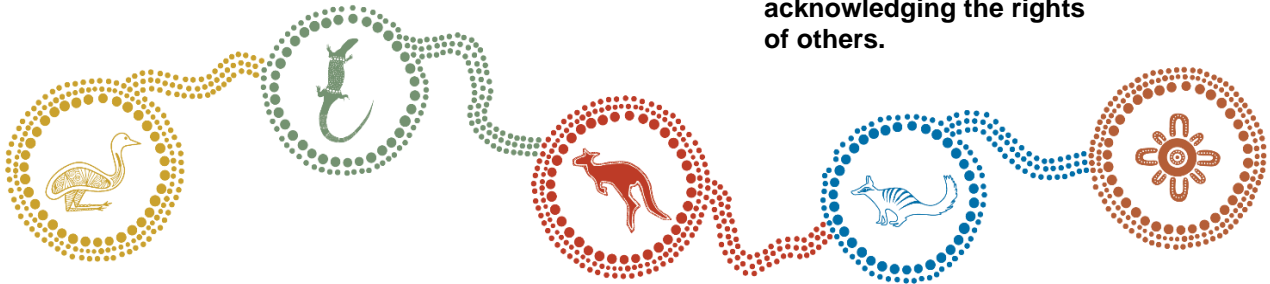
OUR VALUES

INTEGRITY

We are genuine, honest, and apply high ethical standards.

RESPECT

We treat everyone fairly, valuing the difference between people, taking their preferences into consideration, and acknowledging the rights of others.



COLLABORATION

We work together as a team and communicate openly and honestly with each other. When one does well, we all do well.

INNOVATION

We have a 'can do attitude' and seek solutions that are imaginative, championing flexible thinking and approaches.

COURAGE

We respond to challenges, take appropriate risk and accept responsibility for our actions. We are resilient and positive and show trust in each other.

KEY ROLE INFORMATION

KEY RESPONSIBILITIES OF THE POSITION:

- Assists in coordinating activities of the cleaning staff and external contractors.
- Assists with the monitoring and invoicing of facilities related contracts i.e. gardening, security, cleaning, waste.
- Supports the Coordinator Assets & Maintenance in organising breakdown repairs, routine and preventative maintenance activities and simple works for the College, specifically for the (EGC).
- Assists in coordinating the security of the College's buildings and facilities, including liaising with security monitoring company and security sub-contractors.
- Assists with the insurance activities of the College including vehicle and property insurance claims processing and liaison with the College's insurer.
- Other duties as required.

SELECTION CRITERIA

The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Personal Leadership and the ability to demonstrate and apply the expected leadership behaviours.

ESSENTIAL:

- Experience in the supporting the coordination of maintenance activities for buildings, assets, facilities and vehicles.
- Sound interpersonal skills with demonstrated ability to liaise effectively with people from a diverse range of cultural backgrounds and of all ages.
- Well-developed organisational and planning skills including the ability to work to strict deadlines and priorities multiple tasks.
- Proficiency and experience in using a range of software applications (e.g. Microsoft Office Suite, Internet Explorer, Email), including a computerised management system
- Understanding of Workplace Health and Safety and relevant legislation.

DESIRABLE:

Nil.

OTHER REQUIREMENTS

- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

CERTIFICATION

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



Joanne Payne
Managing Director

4 July 2024

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: PERSONAL LEADERSHIP.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Personal Leadership for this position.

Lead collectively	You acknowledge the relationship between your work and the value it contributes to your team. You understand the College's objectives and can express how your work relates and contributes to achieving operational excellence.
Think through complexity	You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise. You use information and analysis to initiate problem resolution and seek guidance as necessary.
Dynamically sense the environment	You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach. You seek to understand issues and problems before reacting and discuss them thoughtfully with your team.
Deliver on high leverage areas	You identify the tasks and priorities of your work that are in line with the priorities of your team. You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.
Build capability	You actively contribute to the development of your team's capability, ensuring you support your team members.
Embody the spirit of public service	You promote and show respect for the College in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the College.
Lead adaptively	You are continually learning and adjusting your approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.