

## Role Description

## Facilities Supervisor

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	19370	Content Manager No.	19/386208
Work Unit	<b>Nominated School</b> <b>Nominated Region</b> <b>Early Childhood and State Schools Division</b>		
Location	<b>Various locations throughout the State</b>		
Classification	<b>AO3 Qld Public Service Officers and Other Employees Award - State 2015</b> <b>36 ¼ hour week</b>		

### Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Facilities Supervisor you will support the Business Manager with all aspects of facilities management including cleaning services, building infrastructure, telecommunications, furniture and assets.

The Facilities Supervisor reports to the Business Manager, Principal or nominated delegate.

### Your role

Responsibilities include:

- Facilities management includes though may not be restricted to :
  - Liaising with external contractors.
  - Scheduling and managing maintenance activities.
  - Implementing and monitoring process and policy for the issue of school keys to staff, hirers and community users.
  - Conduct inspections to ensure building and facilities comply with all security and safety requirements for all users.
  - Maintenance of buildings and grounds, and procurement of furniture and fittings.
  - Support capital works projects and arrange the coordination of minor works.
  - Management of Work Area Access Permits (WAAP) for all contractors on school grounds.
  - Oversee facility hire activities including liaison with hirers and development of hire agreements for approval.
  - Cleaning operations including the review of cleaning areas and supervision of cleaning staff.
  - Management of the telecommunications system and reporting.
  - Prioritise and schedule work commitments to meet agreed service standards.
  - Assist in identifying and implementing process improvement opportunities.



- Identify maintenance requirements in accordance with Maintenance Assessment Report and school needs.
- Assist the Business Manager with the day to day supervision and management of grounds and cleaning staff by providing support, sharing learning and demonstrating personal integrity.
- Provide support for the uniform operations within the school, including maintaining stock control, cost analysis and liaison with suppliers.
- Provide administrative support that contributes to the effective operational requirements of the school as directed.
- Establish networks and liaise with other Business Managers and departmental officers and community representatives to ensure the provision of corporate services meets agreed service standards, legislative, policy and procedural requirements.

**Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

**A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

**Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

**Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

**Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

**Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

**Additional information**

- This role description works in conjunction with the Candidate Information Package.