

## Role Description

## Facilities Officer

### 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.

**20344**

Content

Manager No.

**21/276249**

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**AO4 Qld Public Service Officers and Other Employees Award - State 2015**

### Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. 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.ged.qld.gov.au](http://www.ged.qld.gov.au)

### Your opportunity

As the Facilities Officer, you will:

- Oversee the daily operations of facility management in the school including the security, safety, grounds, cleaning and hire of school fleet, venue/s and grounds
- Undertake and/or supervise a team undertaking planned and unplanned maintenance and repairs, cleaning and administrative services for the school

The Facilities Officer reports to the Principal or the nominated delegate.

### Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Oversee and maintain school facilities and grounds for the use/hire of the school's facilities and fleet vehicles, including access permits, keys and alarms, servicing, cleaning, maintenance and identify minor works
- Undertake and/or organise scheduled and unscheduled maintenance and repair requests, assigning and prioritising tasks and arranging for external contractors as required
- Conduct and/or organise safety and security inspections across the site in accordance with the Facility Management Plan and make recommendations
- Undertake and/or organise activities for the annual maintenance schedule including pest control, carpet cleaning and electrical checks



- Oversee the school's routine works budget including purchases for stock items and repairing of existing equipment, in accordance with government guidelines and departmental policy and procedures
- Maintain systems, registers, processes and procedures to administer transactions related to facilities management and reporting including Work Area Access Permits (WAAP), WH&S incidents and oversee and/or undertake administration
- Be responsible for the use and storage of the school's resources including equipment and chemicals and undertake regular stocktake in accordance with the Facility Management Plan
- Research, source and recommend new equipment purchases for the school
- Liaise with the Business Manager and other officers as appropriate, for the coordination of the school's calendar of events and use of the school's facilities
- Contribute to the school's Facility Management Plan by reporting on facility management activities, issues and budget.

#### **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.
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.