

## Role Description

## Facilities Coordinator

### 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.

21/276323

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**AO5 Qld Public Service Officers and Other Employees Award - State 2015**

**36 ¼ hour week**

### 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.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Facilities Coordinator, you will:

- Oversee and coordinate the administrative, financial and daily operations of facility management in the school including safety, school security, cleaning, school fleet, venue and grounds.
- Develop and coordinate the school's Facility Management Plan in collaboration with the Business Manager, and deliver the annual program of scheduled works.

The Facilities Coordinator reports to the Principal or 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:

- Supervise a team undertaking a range of facilities management activities including cleaning, grounds, fleet and administration of school venues
- Oversee, plan and coordinate activities for unscheduled and scheduled maintenance and repairs and inspections of the facility, arranging delivery of trade services across the school and assigning work accordingly
- Collaborate with the Business Manager and other officers as appropriate, for the coordination of the school's calendar of events.
- Oversee the Commercial Activities of the school such as Outside School Hours Care (OSHC), school run canteens, uniform shop and hire of school facilities.



- Undertake assigned actions to meet the priorities of infrastructure and asset management plans including discrete infrastructure projects.
- Build and maintain the school's facilities management budget, overseeing budget administration, and coordinate procurement activities by sourcing assets in accordance with governmental guidelines and departmental policies and procedures
- Deliver operational aspects of the school's facility management programs including Workplace Health & Safety
- Be the escalation point for the resolution of matters relating to facilities management for the school
- Review, develop and implement processes and systems that enable effective facilities management consistent with the school's strategic and operational objectives
- Contribute to the school's strategic and operational plans by reviewing facility management strategies, initiatives and policies and providing recommendations
- Participate actively as a member of the school's Leadership team, reporting on facilities 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.