

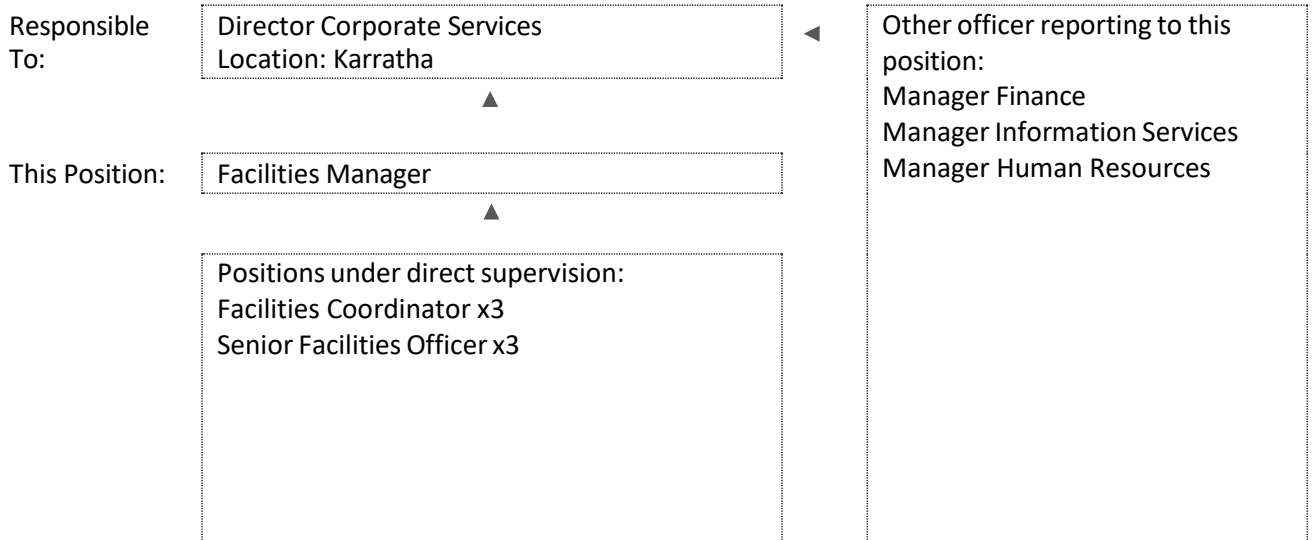


# Facilities Manager

## Position Details

Position Number: 30000021  
Classification: Level 7  
Award/Agreement: Public Service and Government Officers CSA General Agreement 2021  
Directorate: Corporate Services  
Location: Karratha

## Reporting Relationships



## Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and to enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA as well as enabling job training pathways to local communities, some of which include the most vulnerable people in our region.

## Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





## Position Overview

This role is responsible for the effective management of NR TAFE campus facilities. The incumbent ensures the safe operation of the campuses in accordance with statutory requirements and provides a comfortable environment for campus staff and students.

## Position Responsibilities

- Overall management of campus services including security, maintenance, cleaning and gardening and energy management in compliance with all statutory and policy requirements.
- Strategic analysis, development and implementation of short to long term plans related to the capital works programs, equipment and fleet rotation and preventative maintenance of buildings and infrastructure.
- Prepares briefs, develops project justifications and submissions for funding of College site alterations, renovations and minor works programs.
- Oversees the College motor vehicle fleet to optimise fleet performance, cost and safety.
- Develops strategies to mitigate risk and improve campus amenities for staff and students.
- Sits on the WHS Committee as a Management Representative and works with other staff to ensure an integrated health, safety and environmental management system is in place for the College.
- Works with the Business Leadership Group, Executive Management Team and the WHS team to ensure that WHS issues are identified proactively and corrective action is undertaken in relation to facilities hazards.
- Sits on the Emergency Leadership Forum as a Management Representative and works across teams to ensure compliance with the College's emergency management plan and business continuity is achieved.
- Undertakes prompt risk management activities in line with WHS principles in relation to emergency management activities, including environmental risks such a cyclone preparation and campus evacuations.
- Manages the Branch and ensures compliance with College and public sector values, policies, statutory requirements and sector wide initiatives.

## Selection Criteria

### Essential Criteria

1. Demonstrated experience and knowledge in the management, operation and maintenance of facilities with the ability to meet statutory and policy requirements.
2. Demonstrated high-level project management and organisational skills including the ability to plan, coordinate and deliver the agreed outcomes with high-level projects in a complex environment.
3. Highly developed management skills, including the ability to manage financial and human resources, contractor relationships and to establish and maintain reliable networks.
4. Demonstrated capacity to implement the policy and legislative requirements of a statutory authority in the public sector, particularly in a regional setting including a strong working knowledge of work health and safety.
5. Well-developed conceptual and analytical skills including the ability to provide innovative solutions to complex problems.

### Other Requirements

- Ability to travel to all campuses of the college as required.

### Appointment Factors

**Location:** North Regional TAFE Campus

**Accommodation:** Not applicable



**Allowances:** As per Award.

**Travel:** Travel to and work at other campuses or sites will be required as the need arises.

**Special Conditions**

**National Police History Check:**

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

**Working With Children Check (WWC):**

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

**Current WA 'C' Class Driver's Licence**

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.


**Prescribed Legislation and Regulation**

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Occupational Safety and Health Act (1984)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

**CERTIFICATION**

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

Employee		Managing Director	
Name:		Name:	Helen Smart
Signature:		Signature:	
Date:		Date:	2 June 2023