

<b>Position Title</b>	Administration Officer – Facilities
<b>Portfolio</b>	Corporate Services
<b>Division</b>	Facilities
<b>Department/Cost Centre</b>	05200
<b>Classification</b>	Specialist Staff Level 4
<b>Position Number/s</b>	100989
<b>Reporting to</b>	Manager - Facilities
<b>Supervises</b>	NIL

### Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast-paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability.

Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

### Division Overview

The Facilities department services the diverse needs of South West TAFE by managing and maintaining South West TAFE buildings, plant and equipment, grounds and facilities used in the delivery of services to a diverse range of users in multiple locations. South West TAFE operates from Warrnambool, Hamilton, Portland, Colac and Glenormiston campuses as well as Sherwood Park.

The department provides efficient and effective services consistent with the guidelines of relevant and appropriate legislation and in a manner, which ensures South West TAFE complies with sustainable and environmentally sensitive practices. The department provides but is not limited to:

Building, property, grounds and asset maintenance;

- Fleet management including an online fleet vehicle booking system;
- Supply distribution;
- Capital works delivery;
- Staff and campus security and physical access
- Essential Safety Measures Management (ESMs);
- Cleaning Management;
- Site Safety
- Contractor Management;
- Utilities Management;
- Waste Management;
- Emergency Management;
- Resource Management.
- Asset Utilisation

## Position Overview (Your Opportunity)

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The position is within the Facilities Department, working closely with the Facilities Manager and is responsible for providing efficient administrative support to the Facilities Department, plus supporting the Facilities Manager with day to day internal and external communications.

This position is responsible for providing efficient administrative support to the Facilities Team including; Senior Asset Management Officers, Asset Management Officers, Asset Utilisation Co-Ordinator and Facilities Manager.

This position supports and provides advice to the Facilities Manager using the Institutes Electronic Purchasing system in accordance with the Institutes Procurement Policy.

This position supports the Facilities Team with effective Contractor Management ensuring required paperwork and permit to work system is adhered to prior to Contractors being issued access to sites.

The incumbent is also required to support the management of the Electronic maintenance register (WSM) including maintenance of the Institutes service contracts register once routine maintenance schedules are set up.

## Key Accountabilities

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All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

### **Your Position**

- Scheduling and coordinating appointments, meetings, and conferences.
- Providing administrative support within the facilities department as needed.
- Keeping track of office supplies and initiating orders when necessary.
- Ensuring security measures are followed by monitoring visitor and trade access.
- Providing high quality customer service and accurate advice by maintaining a thorough knowledge of all services delivered and maintained by Facilities across all South West TAFE campuses, for both internal and external enquiries.
- Maintain comprehensive, efficient electronic and print filing systems.
- Assist to develop and take responsibility for maintaining and reporting on departmental data trackers and registers.
- Assist Facilities staff with administrative and operational processes and consequently assist in establishing relevant documents, policies and procedures.
- Assist Facilities Manager with relevant report writing for meetings as required.
- Assist in the monitoring of expenditure to ensure small capital works projects remain within budget.
- Monitor expenditure and liaise with the Finance Department for timely payment of invoices associated with the Facilities Department.
- Process Facilities Department requisitions using SWTAFE's computerized purchasing system, in accordance with SWTAFE's Procurement policy.
- Arranging travel, accommodation, and car hire for staff travelling for work purposes
- Organising the maintenance of office equipment and consumables for use by division staff.
- Archiving for all facilities and project related activities.
- Liaise with all preferred and inducted contractors and ensure all contractor documentation is current and on file prior to the commencement of works onsite.
- Assist with vehicle booking queries and maintenance when required.
- Ensure all contractors visiting all campuses have completed the required inductions, permit to work and safe work documentation prior to allowing access to site.
- Investigate budget saving measures for South West Institute of TAFE consumables.

### ***Your Organization***

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organizational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organization's Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

### **Key Selection Criteria (Key to Success)**

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Successful candidate will demonstrate the best combination of the following characteristics;

- Demonstrated experience and expertise in providing high levels of customer service with the ability to relate well to people at all levels providing courteous, informative and accurate responses to all enquiries.
- Demonstrated excellent organisational and administrative skills, and a flexible and mature approach to work with ability to use initiative, accept responsibility and function effectively with limited supervision.
- Proven time management skills, with a demonstrated ability to meet deadlines/guidelines, achieve goals and to work concurrently on, and prioritise, multiple tasks and work schedules. Flexibility with working arrangements is essential.
- Demonstrated competence in the use of Internet based applications and database management software. The ability to research the Internet is required.
- Proven ability to work effectively and collaboratively as part of a team in the provision of appropriate support
- Proven communication and interpersonal skills including the ability to build effective and professional relationships and interact effectively with a diverse range of people.
- Knowledge of the construction industry would be an advantage
- Demonstrated ability to work within organisational policy and procedures.

### **Qualifications and Requirements**

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#### ***Mandatory requirements***

- Certificate IV in Business (Administration) or equivalent qualification or at least 2 years relevant office experience.
- A current Driver's Licence.
- Employee Victorian Working with Children and satisfactory Police Check

#### ***Highly desirable requirements***

- Experience using Microsoft Office products and relevant industry software and programs

### Additional Information

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- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
<b>Prepared by</b>	Recruiting/Hiring Manager	Josh Webster	11/09/2024
<b>Approved by</b>	Acting Department Executive Manager	Russell Bennett	
<b>P&amp;C review</b>	People & Culture	General review	03/09/2024
<b>Incumbent</b>			