

Role Description

Schools Officer, Facilities (Generic)

Job Evaluation No.	18517	TRIM No.	17/50079
Work Unit	Kirwan State High School		
Location	Various locations throughout the State		
Classification	OO2 (Progressional) Qld Public Service Officers and Other Employees Award - State 2015 (as per Part 5 – 15.1) 38 hour week		
Job Type	Temporary / Full-time Temporary period until 15th April 2022 unless otherwise determined		
Salary Range	\$50039 to \$54891 per annum <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		
Contact Officer	Mandy Blackford		
Contact Telephone	07 47 738183		
Closing Date	24th August 2021		

Your employer

The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education services for people at every stage of their personal and professional development. We are also committed to ensuring our education systems are aligned to the state's employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state. We are committed to teaching and learning environments that have at their centre child/student and staff health and safety. We provide services through the following service delivery areas:

- State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department's performance framework.
- Corporate Services Division consists of Information and Technologies Branch, Finance Branch, Procurement Services Branch and Infrastructure Services Branch which work together to ensure that the department achieves sustainable investment, better utilisation of assets and resources, increased organisational productivity and accountability from its investment for both business and education outcomes.
- The People and Executive Services Division consists of Human Resources Branch, Strategic Communications and Engagement Branch and Legal Services.
- The Office of Industrial Relations (OIR) contributes to the Government's strategic objectives in the areas of workplace health and safety, electrical safety, workers' compensation, industrial relations and labour hire regulation and seeks to improve performance in these areas through regulatory and policy frameworks and the provision of evidenced-based services and advice. State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.



Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at www.ged.qld.gov.au

Your opportunity

As the Schools Officer, Facilities you will contribute to the efficient and effective operation and environment of Kirwan State High School by providing a high level of facilities care and support to the Principal, Business Manager or nominated delegate.

You will perform a range of activities to ensure that the school is maintained to a high standard; follow set instructions; and have independence to perform a variety of day to day services that are routine in nature. However, the role receives regular supervision when undertaking duties that are non-routine in nature.

- *Ideally, you will have the ability to provide a broad range of practical maintenance skills to maintain the school's facilities.*
- *You will require a high level ability to schedule and prioritise a broad range of general operational duties including facility set ups for school activities and school vehicle general operations.*
- *You must work in a safe manner and contribute to a safe school environment both proactively and reactively as required.*
- *You must contribute to a workplace that is respectful, inclusive and diverse.*

As the Schools Officer, Facilities you will not be required to perform any task or repairs that would normally require the services of a qualified tradesperson. The position reports directly to the Principal, Business Manager or nominated delegate.

Your role

As the Schools Officer, Facilities you will have responsibility for the following:

- Responsible for a range of day to day activities that may include delivering and collecting mail, parcels and documents; recording and delivering of messages; printing and photocopying; preparing classrooms for examinations and preparing activity/assembly halls, including moving/arranging furniture and seating; removing and relocating furniture from room to room; general store duties including receipting, opening up, checking, storing and distributing school supplies and stocks; maintaining various registers; and stocktaking and recording/engraving of school equipment/furniture and assets.
- Assist with a range of duties that include clearing and hosing of drains and gutters; collection of waste, food and paper on school grounds as agreed by relevant staff and the Principal, Business Manager and/or nominated delegate; undertaking immediate action cleaning duties (outside the normal operating hours of the school's cleaning staff); assist with requirements for significant events such as fetes, plays and major sporting events.
- Support with a variety of security duties at the school that involve using and maintaining the school security systems; banking of school funds (this does not refer to the collection, receipt, or reconciliation of funds, but rather to the transport and deposition of funds at the appropriate bank institution); and locking and unlocking buildings (within core hours).
- Ensure compliance with workplace health and safety (WHS) requirements including maintenance of a safe work environment; bring to appropriate attention any safety hazards; manage equipment records; and maintain tools and equipment for repair services (as per manufacturer's service manual).
- Attend to/or arrange repairs and maintenance within the school, including those which relate to furniture and equipment; locks and windows; swimming pools (e.g. maintaining proper water quality, testing water, keeping records of tests, adjusting/adding chemicals as consistent with occupational, health and safety (WHS) guidelines and procedures); and school facilities.
- Provide basic maintenance of equipment specific to schools with students with disabilities.
- Communicate and discuss with Principal/Business Manager or nominated delegate on matters regarding periodic maintenance of facilities.
- Liaise with various internal and external personnel (e.g. tradespersons) and students on issues of lost property and damage to facilities.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal, Business Manager or nominated delegate.

Knowledge and experience

A mandatory requirement of this role is:

OO3 appointees must have possession of a Certificate III qualification or higher relevant to the tasks outlined, from a recognised institution under the Australian Qualification Framework or agreed equivalent which, in the opinion of the Director-General, Department of Education or delegate is acceptable.

Competency at this level requires proven expertise and understanding of school facilities operations, standards and application of suitable processes.

- Capability to perform activities consistent with workplace, health and safety guidelines and procedures with regard to government facilities.
- Undertake a range of functions which may require the practical application of high level skills relevant to the role.
- Demonstrated experience to analyse requirements, identify solutions, plan and coordinate cost effective renewal projects, following documented methods and instructions.
- Sound knowledge and compliance with regulations, codes and specifications relevant to the role.
- Skillset that enables the role to undertake required procedures without intensive supervision.

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. Supports strategic direction

Demonstrated ability to understand the work environment of a school, along with an awareness of the need for security in relation to buildings, access, personal property and equipment.

2. Achieves results

Knowledge of and ability to apply workplace health and safety standards and knowledge of other legislation relevant to the undertakings of the role.

3. Supports productive working relationships

Ability to develop positive working relationships with team members; actively listen to colleagues liaising and establishing good working relationships with departmental staff, outside providers and contractors to implement and maintain facility operational management and provide services relevant to the operations of school.

4. Displays personal drive and integrity

Ability, or the skill to rapidly acquire the ability, to use and maintain, school facilities, including the schools security system; portable hand tools; photocopiers and printing machines and computers with pre-established programs.

5. Communicates with influence

Effective interpersonal, written and oral communication skills.

Additional information

- For temporary positions - The duration of this position will be dependent on work demands and the availability of ongoing funding.
- The Department has provided Functional Jobs Requirement Reports, providing general information on the physical and psychological demands of certain positions. This should be considered in conjunction with the specific expectations and environments of individual schools. [School Support Staff](#)
- 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: www.bluecard.qld.gov.au/
- A criminal history check will be initiated on the successful applicant.
- A serious discipline history check may be initiated on the successful applicant.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.

- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
- The department is committed to respecting protecting and promoting human rights. Under the Human Rights Act 2019 (Qld), the department has an obligation to act and make decisions in a way that is compatible with human rights and when making a decision, to give proper consideration to human rights. When making a decision about recruitment and selection, decision-makers must comply with that obligation. Further information about the Human Rights Act 2019 is available at <https://www.qhrc.qld.gov.au/your-rights/human-rights-law> and <https://www.forgov.qld.gov.au/humanrights>
- All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department's information management policies and procedures (for example recordkeeping, privacy, security and email usage).
- You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
- All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au
- Additional information is available online at: www.smartjobs.qld.gov.au