

Role Description



Schools Officer, Facilities (Generic)

Job Ad Reference			
Job Evaluation No.	17079	TRIM No.	17/50079
Work Unit	State Schools/State High School or Other Educational Institution		
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		
	Permanent / Temporary / Full-time / Part-time		
Job Type	Temporary period until XXXX unless otherwise determined		
Salary Range	per annum		
	<i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		
Contact Officer			
Contact Telephone			
Closing Date			

Your employer

The Department of Education and Training (DET) 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 and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state's employment, skills and economic priorities. DET is a diverse organisation with the largest workforce in the state. 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.
- Training and Skills Division works to meet the current and future needs of the economy through building a world class training system to enhance the skills of Queenslanders and optimise employment opportunities. The division achieves this through the regulation of the state's apprenticeship and traineeship system, strategic investment in training and skills, informing consumers, supporting a quality Vocational Education and Training (VET) sector and providing whole of government leadership on training and skills issues.
- Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, 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.
- The Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education services in Queensland. The Division is also responsible for the department's community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.

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.det.qld.gov.au

Your opportunity

As the Schools Officer, Facilities you will contribute to the efficient and effective operation and environment of the school by providing a high level of facilities care and support to the Principal, Business Services 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.

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 Services Manager or nominated delegate.

Your role

You will have responsibility for leading the following activities and undertaking the following key tasks:

- 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 Services 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 Services 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 Services 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, Training 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.

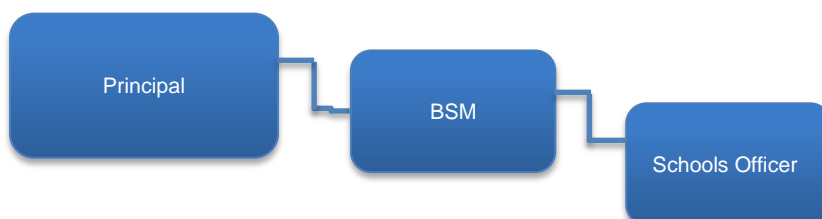
4. Displays personal drive and integrity

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.

Organisational chart



Additional information

- **For temporary positions** - The duration of this position will be dependent on work demands and the availability of ongoing funding. Delete if not applicable.
- 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](#) (Schools Officer)
- The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
- 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.
- 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

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(progressional), schools officer, facilities (generic), various schools, state schools division 17079.docx
JEMS Approval Date: January 2017
JEMS: 17079
TRIM: 17/50079
JEMS codes: B+2=b+ 44 B+2= 30 B=1=c- 33 Service/Support Total Score 107 (OO2)
JEMS codes: C+2=c- 58 C-2+ 46 B+1=c= 44 Service/Support Total Score 148 (OO3)

Work Profile

Schools Officer, Facilities OO2 (Progressional)



The following is an indicative, rather than exhaustive list of activities that the role may be expected to lead in addition to the activities outlined in the role accountability section of this document:

General duties

- Preparation of halls, classrooms for regular school activities, including moving furniture arranging seating etc, in accordance with WHS guidelines and Procedures.
- Delivering and collecting mail, parcels and documents
- Recording and delivering messages.
- Photocopying and/or printing of class notes, notices (provided that this activity does not constitute more than 25% of the duties of the position).
- General store duties including receipting, opening up, checking, storing and distributing school supplies and stocks such as soaps, towels, apparatus and general materials.
- Maintaining various accurate school registers and the use of computers with pre-established programs.
- Stocktaking and recording/engraving of school equipment/furniture and assets.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal, Business Services Manager or nominated delegate.
- Ensure compliance with workplace health and safety requirements including maintenance of a safe work environment.
- Assist with requirements for significant events such as fetes, plays and major sporting events.

Cleaning duties

- It should be noted that:
 - Cleaning staff are allocated time to undertake cleaning around main building areas.
 - Cleaning duties will only form a minor part of the duties of this position.
- Assisting with the collection of waste, food and paper within the parameters of the school grounds as agreed by relevant staff and the Principal or nominated delegate for each school. (These duties should not include the emptying of bins in agreed eating areas).
- Cleaning duties, that for various reasons such as health and hygiene, requires immediate action and cleaning staff are not rostered on duty when such duties are required. (Such cleaning duties should only be performed outside the normal operating hours of the school's cleaning staff).
- Clearing of drains and gutters. As a guide this would include covered/uncovered spoon drains (not adjacent to the defined cleaning areas), fully fenced sports areas, car parks, driveways, or areas that are more than 10 meters from the main defined cleaning areas. Each school to determine which part of the drainage system is to be maintained by the schools facilities officer.

Maintenance duties

Where relevant proactively identify the below maintenance duties:

- Attending to/or arranging repairs to furniture and equipment.
- Monitor and maintain school facilities (including locks, windows, lighting etc).
- Bring to appropriate attention any repairs required/safety hazards.
- Basic maintenance of equipment specific to school with students with disabilities.
- Ad-hoc electrical testing and tagging of individual pieces of equipment only where the person is the holder of an electrical work licence (under the Act); or bring to the appropriate attention any testing and tagging required.

- Maintain and update register on periodic maintenance issues, as well as ongoing repairs to such areas as facilities, equipment and tools.
- Swimming pool maintenance as follows:
 - Maintaining proper water quality
 - Testing water
 - Keeping records of tests
 - Adjusting/adding chemicals (refer to the occupational health and safety (WHS) guidelines and procedures).

Security duties

- Use and maintain the school's security systems and train staff in its effective use.
- Banking of school funds. This does not refer to the collection, receipt, or reconciliation of funds, but rather to the deposition of funds at the appropriate bank institution.
- Locking and unlocking buildings (within core hours).

Liaison duties

- Limited supervisory responsibilities (including less experienced staff) by providing guidance and advice. Note, this does not include supervision of students.
- Liaise with Principal or nominated delegate regarding periodic maintenance of facilities.
- Communicate and liaise with a wide range of personnel, students, external contractors and tradespersons in relation to damage to facilities, lost property and repair and maintenance to the school.

OO3 level incorporates the duties of Level OO2 and those listed below

General duties: as per OO2, plus:

- Participate in school planning to achieve savings in the areas of facilities budgets including provision of advice on these issues as required.
- Contribute to the preparation and implementation of facilities budget action plan
- Provide operational support to ensure compliance with State Government and departmental legislation, guidelines, procedures and standards with respect to facilities planning and operational management.
- Investigate and resolve issues (escalating where necessary) relating to unsafe equipment or environmental hazards.
- Obtain quotes and purchase equipment abiding by departmental purchasing policy guidelines.
- Assist in preparation of submission for grants, funding etc, relevant to role.

Maintenance duties: as per OO2, plus:

- Ensure electrical checks, carpet cleaning, pest control and other such regular maintenance tasks are performed as required by departmental policy and procedures.