

Role Title:	Assets & Facilities Compliance Officer
Business Unit:	Corporate Services
Role Location:	Head Office
Role Reports To:	Property & Project Partner
Direct Reports:	Nil
Award Classification:	Administrative Officer

Joblink Plus employees show understanding and empathy for people from culturally diverse and disadvantaged backgrounds.

Purpose of the Role:

1. To assist and support the Property & Project Partner through identifying and working on activities for progression and completion within the specific areas of responsibility, to assist the Property and Project Partner in providing a professional advisory and support service to all areas of the organisation.

Role Duties and Responsibilities:

1. Provide day to day support and information through effective communication to Regional and site staff and external organisations to progress matters, with minimal disruption to site operations.
2. Collate records and enter data to enable timely and accurate reports as required to the Property & Project Partner for presentation to the Executive Team, Audit & Risk Committee, Regional and Business Managers
3. Maintain a good understanding of how the role impacts the business; quickly and effectively identify, deal with and communicate matters that arise of a risk or variation nature.
4. Assist with the development of policies and procedures directly related to Assets & Facilities.
5. Review and maintain emergency response equipment and the preparation and currency of emergency response plans.
6. Compile and maintain Chemical register which is supported by relevant Safety Data Sheets (SDS)
7. Ensure that Emergency Procedures for the evacuation of buildings on site are updated as and when required and remain in accordance with prevailing requirements.
8. Ensure that Emergency Assembly areas are regularly checked and are suitable for the purpose, taking into account any construction programs that are being carried out.
9. Respond to enquiries and issues in a timely manner as required.

10. Assistance with projects as required, including communications with tradespeople, staff, quote requests, co-ordination of building maintenance and premises fitout.
11. Identify and address opportunities to more effectively deliver the role to the business.

Facilities & Contract Management

1. Administration maintenance of lease schedule, preparation of rental payments.
2. Administration duties associated with record keeping of lease documents, fit-out planning and other related documentation.
3. Assist in co-ordination of maintenance requirements of Joblink Plus premises both leased and owned and the administration of centrally managed site service contracts.
4. Administration maintenance of contract records to ensure business contracts including security, fire safety, blanket cover and fleet insurance are current.
5. Administration of Facility support services such as help desk ticket software, security records and key registers.
6. Administration of insurance claims, claim history reporting,
7. Report any identified workplace health and safety issues to the Asset & Facilities Partner and other staff as required, and assist with implementation of rectification processes.

Motor Vehicles

1. Assist in monitoring and Fleet Reporting of all motor vehicles including collection, collation and data entry of running sheet and vehicle maintenance/safety check list information from drivers, and follow up and communication with Property & Project Partner, of any arising vehicle maintenance issues.
2. Assist with administration associated with motor vehicle acquisitions, disposals and internal transfers in line with Finance Policy.
3. Effectively maintain data, and produce reports to determine vehicle locations, and cost centres.
4. Assist with Fringe Benefit Tax record keeping and subsequent reporting.

Asset Management

1. Provide assistance in the maintenance of the company asset register.
2. Assist Property & Project Partner to ensure all assets are purchased and disposed of in accordance with Company policy.
3. Prepare and print appropriate reporting documents as required.

Procurement

Assist Property & Project Partner to research and establish procurement systems to meet operational needs.

General Accountabilities:

1. Demonstrate the Joblink Plus Vision, Mission and Values.
2. Conduct duties in accordance with Joblink Plus policies, procedures and guidelines.
3. Demonstrate empathy for people from diverse and disadvantaged backgrounds.
4. Minimise the company's exposure to risk.
5. Ensure consistent delivery of the highest level of customer service.
6. Deliver agreed outcomes, on time and in accordance with best practice principles.
7. Develop an organisation environment that values and rewards integrity, trust and innovation.
8. Promote and implement the principles and practices of Equal Employment Opportunity (EEO) and Workplace Health & Safety (WH&S).
9. Promote and implement the principles of personal accountability with relation to discrimination in the workplace, accepting responsibility and answering for the outcomes of your choices, behaviours and actions.
10. Apply continuous improvement principles and practices to all aspects of operation.
11. Maintain confidentiality in all Joblink Plus operations.
12. Develop and maintain solid working relationships with your Business Manager, team and stakeholders.
13. Conduct all relevant administrative functions in a timely and accurate manner.
14. Perform other duties as directed (within the skill range of the employee).

Essential Competencies

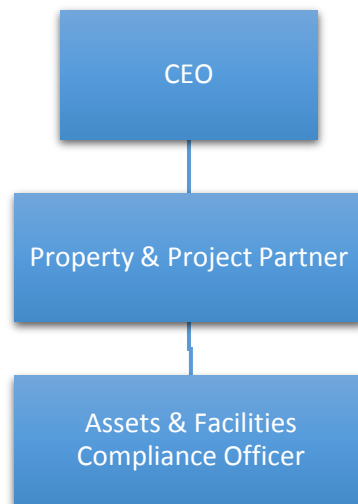
Skills	<ul style="list-style-type: none"> Proactive and professional interpersonal skills, written and verbal communication and the ability to prepare high quality reports and documents Excellent, organisational, accuracy and attention to detail skills Ability to multitask and prioritise work to meet deadlines The ability to think independently with well-developed research skills Computer applications including Microsoft Suite 		
Behavioural	Resilience Integrity Initiative	Teamwork Autonomy Driven	Organised Professional Adaptable
Knowledge	Contract and/or commercial lease preparation and principles Administration and record keeping Privacy and confidentiality principles		
Licences	Drivers Licence Class C		

Qualifications	Certificate IV Work Health and Safety
Experience	

Desirable Attributes

Experience	<ul style="list-style-type: none"> • Buildings/Infrastructure and Facilities Services • Motor Vehicle Fleet Coordination • Experience with Asset management/Compliance requirements including maintenance of chemical register and safety data sheets, Asbestos register, Fire safety issues and Building Inspections.
Knowledge	<ul style="list-style-type: none"> • Real Estate Property management, Facilities management, lease/contract preparation

Positional Reporting Line



Acknowledgement:

I acknowledge that I have read and discussed this Role Overview and understand my duties and responsibilities.

Name

Signature

Date