POSITION DESCRIPTION

Position Title: Facilities Officer
Organisation Unit: Faculty of Science
Position Number: TBC
Type of Employment: Full Time, Continuing
Classification: Hew Level 5

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://unisex.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Faculty of Science is recognised as a powerhouse for some of the world's leading scientists, teachers, science programs and commercial outcomes. The Faculty is one of the largest Science groupings in Australia, with approximately 1100 (equivalent full-time) staff, and about 7500 (equivalent full-time) students.

Throughout its Schools and Centres, the Faculty unites the disciplines of agriculture and animals, biomedical and biological sciences, chemistry, earth sciences, food sciences, geography, marine science, maths and physics, the environment and veterinary science.

With strong links between the enabling and applied sciences, UQ researchers and graduates are working on a wide range of groundbreaking projects from the molecular characterisation of drug resistant bacteria that affect piglets through to finding better treatments for illness and rehabilitation of the environment.

Information about the Faculty may be accessed on the Faculty's web site: http://www.science.uq.edu.au/

Diversity and Inclusion

The Faculty recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes. The Faculty strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

This position supports the Faculty of Science and associated School’s and Directorate’s facilities and infrastructure portfolio. This position is responsible for identifying the facilities maintenance requirements, ensuring works are logged and rectified in a timely and accurate manner, providing support and assistance on infrastructure projects, while supporting the continuity of School/Directorate services and operations. This position is also responsible for managing local space allocation, asset services, SiPass control and database management related to School/Directorate infrastructure and facility services.
The position is based at Gatton. Some travel to St Lucia may be required for training and work purposes from time to time.

Duties

Duties and responsibilities include, but are not limited to:

**Project Management**
- Assist with the development of project funding submissions.
- Assist with the development of project design briefs, attend and contribute to project design development and review meetings, and construction site meetings.
- Assist in the identification of project defects for discussion and resolution with the Infrastructure Planning Business Partner and the P&F Project Manager.
- Assist in identifying the School’s/Directorate’s infrastructure needs for the development of the Faculty of Science Capital Management Plan.
- Consult and liaise with School/Directorate stakeholders on facility operations, infrastructure project matters, and act as a central contact point on assigned projects.

**Asset Services and Maintenance**
- Responsible for identifying facility operational and maintenance requirements, repairs and failures.
- Responsible for logging Archibus job requests in a timely, clear and accurate manner.
- Assist with assessing repairs and escalating any poor workmanship to the Infrastructure Planning Business Partner and P&F Asset Services.
- Ensure maintenance works are clearly coordinated with School/Directorate clients to minimise disruption and provide supervision to onsite contractors in restricted areas.
- Assist in the collation of data and information for the development of insurance claims due to infrastructure and facilities failure.

**Facilities Management**
- Ensure contractor inductions are complete and assess competency to authorise contractor access to sensitive/restricted areas.
- Responsible for updating security/emergency contacts and respond to relevant security alarms in a timely manner, and assist in coordinating any required actions and communication.
- Undertake Fire Warden and First Aid Officer duties as required.
- Undertake fleet management and bookings for shared facilities.
- Goods and delivery service coordination including coordination of gas and chemical supplies (ordering, track usage and disposal).
- Coordinate local office and/or lab moves in an organised and timely manner.
- Conduct stocktake and insurance audits, coordinate maintenance programs, and assess/replace teaching and research equipment and plant.
- Coordinate insurance audits of equipment, materials, samples and services in a timely and accurate manner.
**Space Management**
- Responsible for local coordination and allocation of space to comply with space guidelines and maximise space utilisation.
- Ensure space management systems are up to date and accurate.
- Liaise with P&F and ITS regarding procurement and/or disposal of furniture, hardware and equipment.
- Responsible for space access control and key custodianship.
- Coordinate annual space editing and provide assistance to coordinate space auditing and review of results.

**Other**
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
- the [University’s Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

**Organisational Relationships**
The position reports to the Faculty of Science Infrastructure Planning Business Partner and the School Manager/Director.
SELECTION CRITERIA

**Essential**

- Completion of a Bachelor degree in a relevant field; or an equivalent combination of relevant skills, knowledge, experience and education/training.
- Demonstrated commitment to a high standard of customer service, and a willingness and ability to perform a wide range of operational tasks.
- Demonstrated experience and skills in managing small projects in the area of facilities and infrastructure.
- Demonstrated written communication skills.
- Strong interpersonal skills and an ability to engage effectively, in writing and in person, with internal and external stakeholders.
- Strong written communication and attention to detail.
- Demonstrated computer literacy and skills in Microsoft Office and MS Project.
- Experience and demonstrated ability to manage small projects, and budgets.
- Demonstrable experience in dealing effectively with clients.
- Organised and methodical approach to tasks.
- Analytical skills sufficient to assess problems and propose appropriate solutions.
- Must be self-motivated and able to work constructively to objectives with limited guidance.

**Desirable**

- Knowledge of the University’s policies and procedures relating to Occupational Health and Safety, the Risk Assessment database, and the on-line Purchasing system.
- Knowledge and experience using the University’s property and facilities corporate software (Archibus).
- Experience in working within a higher education environment.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.