### Position Description

<table>
<thead>
<tr>
<th>College/Division:</th>
<th>ANU College of Business and Economics</th>
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<tbody>
<tr>
<td>Faculty/School/Centre:</td>
<td>College Administration</td>
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<tr>
<td>Department/Unit:</td>
<td>Infrastructure Office</td>
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<tr>
<td>Position Title:</td>
<td>WHS and Facilities Support Officer</td>
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<tr>
<td>Classification:</td>
<td>ANU Officer 4</td>
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<tr>
<td>Position No:</td>
<td>32704</td>
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<tr>
<td>Responsible to:</td>
<td>WHS and Infrastructure Manager</td>
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<tr>
<td>Number of positions that report to this role:</td>
<td>0</td>
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<td>Delegation(s) Assigned:</td>
<td>0</td>
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**PURPOSE STATEMENT:**

This combined position of Workplace Health and Safety (WHS) & Facilities officer has a focus on WHS and building maintenance. The WHS & Facilities Support Officer also provides high quality services and expert advice on matters concerning the day-to-day administration and maintenance of the College’s buildings, associated areas and related facilities to support the organisational and strategic needs of the College.

**KEY ACCOUNTABILITY AREAS:**

**Position Dimension & Relationships:**

On a day-to-day basis, the WHS and Facilities Support Officer will work under the general direction of the WHS and Infrastructure Manager. As part of a team, the role requires the ability to maintain close working relationships with colleagues, students, and the wider University community. The position interacts and liaises with a wide range of stakeholders including academic/professional staff and students, staff in the Facilities and Services Division, and internal and external tradespeople and businesses providing services to the College and the University.

Our College values of Excellence, Robustness, Respect, Collegiality and Unity represent what we care about collectively. We refer to our College values to guide behaviour that helps ensure that we are treating one another well and are working together in the most effective way possible. Our Values and Behaviours are available [here](#).

**Role Statement:**

Under the general direction of the WHS and Infrastructure Manager, the WHS and Facilities Support Officer will have the following duties in assisting with the smooth running of the Services Office:

- Liaise with stakeholders and tradespeople ensuring the efficient upkeep, maintenance, repair, cleaning and security of the College;
- Organise and undertake regular inspections to assess the state of College buildings and maintenance requirements. As necessary, engage internal and external service providers and contractors for scheduled and unplanned maintenance and emergency work, ensuring work is carried out in compliance with Work Health & Safety Standards and legislative requirements.
- Be trained in Safety & Emergency Procedures and act as Safety Warden within the building.
- Be trained in and undertake the role of Occupational Strains Liaison Officer.
- Be trained in Manual Handling practices to enable assistance with relocation of staff, moving furniture and fixtures within the building.
- Coordinate room bookings for CBE rooms and assist with CBE functions as appropriate.
- Coordinate the issue of keys and access cards.
- Assist with building maintenance requirements including relocations within the building, moving furniture and fixtures, organising repairs and maintenance using Maximo system.

For assistance please contact HR Division Ph. 6125 3346
• Assist with the development and maintenance of the CBE Infrastructure web page.
• Other duties as required, consistent with the classification of the position and the work area.
• To adhere to and model the CBE Values and Behaviours of Excellence, Robustness, Respect, Collegiality and Unity
• Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

See the [classification descriptors for professional staff](#)

**SELECTION CRITERIA:**

1. Year 12 and extensive relevant work experience or equivalent combination of experience and training.
2. Strong customer service skills, including the ability to liaise with a diverse range of people including students, colleagues, and management.
3. Demonstrated ability to complete tasks in accordance with direction, complete follow-up action and effectively deliver service requirements related to periodic and/or scheduled maintenance works.
4. Well-developed computer skills, including familiarity with Microsoft Office suite of programs, particularly word processing, spread-sheets, databases, email and the Internet.
5. Good organisational skills with an ability to work autonomously, exercise initiative and work cooperatively as part of a team.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

**References:**

[Professional Staff Classification Descriptors](#)