



POSITION DESCRIPTION

Facilities Services Officer

February 2026

UNIVERSITY of 
TASMANIA

Position Summary

College / Division	Student Services and Operations
School / Section	Campus Services, Facilities Management
Location	Launceston
Classification	<u>HEO Level 4</u>
Reports to	Team Leader, Cleaning, Waste & Pest Control
Direct reports	Nil
Delegation level	<u>No Delegation</u>

Position Overview

We are seeking to appoint a Facilities Services Officer in the Campus Services section, part of the Student Services and Operations division.

The Facilities Services Officer will work within the Campus Services unit Facilities Management and directly support the efforts of the Waste and Cleaning Contract Manager. The Facilities Services Officer will support the day-to-day waste operations, Reuse Program, Recycling Walls, undertake venue hire and University events set up including portering/movement/transportation of furniture and equipment.

The Facilities Service Officer will provide consistent support across waste services (three days per week) and portering/related duties (two days per week), ensuring continuity and coverage across all service areas.

About the University of Tasmania

Welcome to the University of Tasmania, your island campus 1,270 million years in the making. This is heightened education at a slower pace of life. A place that attracts the highest percentage of scientists per capita in the world. Home to towering temperate rainforests, 60,000 years of human knowledge and underground cultural experiences of legend. Take your time to breathe it all in.

Our journey began in 1890, with a seed of academic excellence sown on our island. We inspire and encourage people to flourish and thrive. Our unique circumstances have made us resilient, transforming us into creative problem solvers. Our success is a testament to our quiet determination and adaptability.

We are more than just a place of learning. We are a catalyst for economic growth, a beacon for literacy, a champion for health and a guardian of our environment. We generate powerful ideas for and from Tasmania. We invite inquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

Support the day-to-day waste operations, recycling programs and day-to-day operations, undertake venue hire and University events set up including portering/movement/transportation of furniture and equipment within the Facilities Management team.

Key Outcomes

- Work request management, which includes but not limited to, system input and allocation of work. Carry out all works described in work requests
- Liaise with internal stake holders and respond promptly to requests and enquiries.
- Assist with waste education with internal and external services providers.
- Movement and transportation of waste bins from internal areas to external areas and or waste hubs.
- Assist with cataloguing, portering/movement/transportation of furniture and equipment from the Re-Use Programme.
- Assist with the management of recycling walls including emptying of walls and data entry.
- Assist with the coordination for the provision waste services for events, conference, and functions.
- Ensure adequate provision and maintenance of waste bins.
- Assist with waste data collection for reporting.
- Ensure relocation works planned or ad hoc are completed in a timely manner and safely.
- Assist in managing Campus Services storage facilities, ensuring quality furniture is retained.
- Undertake venue hire and University events set up.
- Secure sites or areas that may pose a hazard to University community.
- Undertake portering/movement/transportation of furniture and equipment.
- Cleaning and inspection of Campus Services vehicles including emergency trailers.
- The position will require the incumbent to be available to respond to afterhours emergencies.
- Undertake other duties as assigned by the supervisor.

Behavioural Expectations

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- Flexible: Has an optimistic approach and readily recovers from setbacks. Embraces change and invites feedback to adapt and improve in the face of new challenges.
- Driven: Takes action and uses initiative to seize opportunities and pursue outstanding results, even when presented with difficulties or setbacks.
- Innovative: Able to produce new ideas and adopt radical solutions. Readily applies theories and concepts to form strategies and navigate future trends.
- Resilience: Able to stay calm under pressure and tolerate stress. Adept at calming others and resolving conflict in stressful situations.

Core Capabilities

- Student Focus: Able to bring the student experience lens to all work activities, contributing to outcomes that evoke student curiosity, interest and passion for disciplinary knowledge and skills.
- Continuous Improvement: Continuously finds ways to improve and simplify processes, systems and practices to deliver improved outcomes for our students, staff and community by utilising practices such as Lean, Agile and Design Thinking.
- Self Awareness and Interpersonal Skills: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- Sustainability in Action: Brings multiple lenses of sustainability to work activities including financial, environmental and commercial sustainability.

Role Specific Skills, Knowledge and Experience

- Relevant experience or experience and specialist expertise, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated high level organisational skills, with the ability to manage multiple priorities simultaneously to ensure successful outcomes.
- Excellent written and verbal communication skills, Sound analytical and problem-solving skills.
- Physical ability to carry out numerous manual handling tasks.
- Demonstrated ability to work well within a team environment.

Qualifications and Licences

- A current valid driver's licence

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

As part of our commitment to a safe and inclusive workplace, employment history and criminal background checks may be conducted as part of the selection process.

- Travel will be required between Northern campuses to deliver services.
- Undertaking manual handling, transportation, and lifting >10kg (furniture and waste bins).



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position