



Position Title:	Campus Services Officer
Position Classification:	Level 6
Position Number:	315693, 315706, 315707, 315708
Faculty/Office:	Chief Operating Office
School/Division:	Campus Management
Centre/Section:	Faculty SDC – ABLE, EMS, HMS, Science
Supervisor Title:	Manager (Campus Services)
Supervisor Position Number:	315687

Your work area

Campus Management is responsible for planning, designing, developing and managing the University's campus and property portfolio to support teaching, research and campus life. Campus Management delivers a range of University-wide services including strategic planning, property management, facilities operations, major projects and developments, sustainability, landscape, security and transport. Within the Central SDC the role shares accountability for the operational delivery of Campus Management services and its primary customers are the Central Units and the whole of the University.

Reporting Structure

Reports to: Manager (Campus Services)

Your role

The Campus Services Officer is responsible for localised delivery of Campus Management services. You will be a liaison point and provide expert advice and service to staff in the Faculty, as well as providing quality assurance and oversight of outsourced functions, focusing on the coordination of maintenance and operations related activities.

Key responsibilities

On behalf of Faculty staff co-ordinate Campus Management services, including:

- Maintenance and operations
- Property administration and liaison
- Asset audit
- Keys and locks
- Cleaning and waste management
- Safety incidence response
- Events support

Liaise and coordinate with internal and external service providers on all estate related services.

Monitor and report on estate related matters in a timely manner.

Provide project coordination services.

Assist with venue preparation and set up.

Conduct monthly building audits, pre-semester checks, and utilisation audits.

Ensure all service requests for Campus Management functions are logged and recorded in the Computerised Maintenance Management System (Maximo) and that clients are kept informed of the progress of works.

Support Faculty with local space allocation and provision of equipment for staff, including procurement and disposal of furniture, as required

Other duties as directed.

Your specific work capabilities (selection criteria)

Qualifications in a relevant discipline or equivalent experience and competency.

Substantial experience in coordinating building maintenance and services.

Proven ability to liaise with multiple and diverse stakeholders in complex environments to achieve outcomes and preferably in a large organisation or a University environment.

Ability to work independently, show initiative, analyse problems and develop solutions.

Demonstrated commitment to the provision of quality customer service

Demonstrated knowledge and application of legislative and regulatory requirements in the areas of Australian Building Codes and Standards, Occupational Safety & Health, Equal Opportunity, and principles of universal access, and how these impact on sustainability, service delivery, employment and people management.

Proficiency in a range of office computing skills (e.g. word processing, spreadsheets, database, internet, email, record management, Maximo preferred or similar).

Special Requirements

Nil.

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Equity and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics, <http://www.equity.uwa.edu.au>