

STATEMENT OF DUTIES – June 2020

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| Title | Education Facility Attendant – Level 1-3 |
| Number | Generic |
| Department | TasTAFE |
| Section | Finance |
| Team | Finance and Assets |
| Supervisor | Senior Facility Officer |
| Award/Agreement | Facility Attendants (Tasmanian State Service Award) Education Facility Attendant Salaries and Conditions of Employment Industrial Agreement 2016 |
| Classification | Level 1-3 |
| Employment Conditions | Permanent or fixed term, full or part-time, up to 80 hours per fortnight, 52 weeks per year including 4 weeks annual leave to be taken during school holidays. Full-time employees work 80 hours per fortnight accruing 4 hours towards rostered days off which are taken during school holidays. |
| Location | Statewide |

The Role

As part of a team or alone perform various facets of the attendant role which may involve cleaning, grounds keeping, and maintenance of campus facilities to a hygienic, safe and presentable level. This role may also involve minor maintenance of related equipment.

Level of Responsibility/ Direction and Supervision

Responsible for campus cleanliness, and/or maintenance and upkeep of gardens, and hygienic state of the campus facilities. Responsible for the tools, equipment and minor maintenance duties assigned.

Education Facility Attendants (EFA) employed at Level 1 will receive training in various facets of the role under direct supervision with detailed direction given on duties assigned. After 6 months employment at Level 1 EFAs will progress to Level 2 and the scope and complexity of the work is expanded and supervision and direction provided will reduce accordingly. After 12 months at Level 2 EFAs will progress to Level 3 and will exercise judgement in deciding how tasks are performed under general supervision only, and may be required to supervise Level 1 and 2 Attendants. Commencing salary within the Level 1 to 3 range will therefore be determined based on skills and experience.

Primary Duties

Undertake work in some or all of the following areas.

Cleaning

1. Cleaning of all facilities including:
 - floors, walls and ceilings;
 - toilets and showers (staff and student);
 - sinks, bench tops and kitchen equipment;
 - all glazed areas;
 - drinking taps and troughs; and
 - light diffusers and shades.
2. As required polish or vacuum floors, refill dispensers with paper, soap and towels and empty bins and wastebaskets and wash and disinfect same.
3. Wash and clean all furniture and building fittings and fixtures.
4. Sweep and spot wash all concrete and covered areas.

Grounds keeping

1. Upkeep of grounds including the:
 - mowing of lawns;
 - maintenance of gardens; and
 - cleaning and tidying of outside areas.
2. Organise the removal of rubbish as required.
3. Clean regularly all gutters and drains.

As EFAs gain experience they may also be responsible for:

Maintenance and Other Duties

1. Maintain tools and equipment.
2. Undertake minor site maintenance as required.
3. Activate and deactivate building security systems as appropriate.
4. Undertake routine ordering and distribution of supplies and equipment.
5. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competence and training of the occupant.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated role and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Experience in, or the ability to acquire skills and competencies associated with, cleaning and/or grounds keeping .
2. Basic knowledge of cleaning and/or grounds keeping .
3. Basic knowledge and awareness of the safe handling of chemicals and safe industrial practice generally.
4. Satisfactory verbal communication skills.
5. Personal skills of adaptability, initiative, self-motivation, and the ability to contribute to the work of a team in a campus environment.

Requirements

Essential ○ Current Registration to Work with Vulnerable People

The **Registration to Work with Vulnerable People Act 2013** requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.

Desirable ○ Driver's license

Working within TasTAFE

TasTAFE is a Statutory Authority and Tasmania's largest publicly owned registered training organisation. As the highest volume training provider in Tasmania, TasTAFE services the needs of industry, individual VET students as well as year 11 and 12 students in conjunction with the state's network of senior secondary colleges.

TasTAFE plays a vital role in improving the economic performance of Tasmania particularly in participation and productivity levels. The organisation caters for the needs of:

- Tasmanian adults seeking to improve vocational and further education qualifications
- Tasmanian businesses and their employees, including trainees and apprentices
- Tasmanian community groups and networks who support the disadvantaged and disengaged
- Those in rural and remote areas of Tasmania seeking access to VET services.

Employees within TasTAFE are required to:

- Support the establishment and ongoing development of TasTAFE
- Have a good understanding of the organisation's strategic intent and a commitment to TasTAFE's vision, mission and values
- Actively promote and support the achievement of the TasTAFE corporate plan.

Work Health and Safety

In accordance with the *Work Health and Safety Act 2012 (the Act)* all employees, whilst at work, are expected to participate in maintaining safe working conditions and practices, and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instructions given by TasTAFE to ensure compliance with the Act; and cooperate with TasTAFE Work Health and Safety Policies, Procedures and Guidelines.

For Managers Only

The occupant of this position is expected to contribute to TasTAFE's duty of care to comply with *the Act* by ensuring members of their team(s) adhere to the responsibilities and expectations outlined above; and to be proactive in identifying and managing hazards in the workplace.

Employees specific Work Health and Safety responsibilities and accountabilities are documented in the WHS Accountabilities and Responsibilities by Position Policy located on INFOcus, TasTAFESAFE, Section I – Leadership and Consultation.

Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or section that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- destroy delete or alter records without proper authority; or
- remove information, documents or records from the organisation without permission.

Working Relationships

This role operates within the context of a connected and networked TasTAFE.

State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at

<http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

Supervisors are responsible for promoting, and for ensuring all practices within their area follow the principles of WH&S and Managing Diversity, including Equal Employment Opportunity. All employees are expected to promote and uphold the elimination of workplace harassment. Workplace discrimination, bullying or harassment are considered to be breaches of proper standards of conduct and behaviour and are illegal.

State Government workplaces and vehicles are non smoking environments.

Category/funding/restrictions:

Office use only:

A handwritten signature in black ink, appearing to be 'R. D. Jr.', is written above the 'APPROVED BY HRM DELEGATE:' text.

APPROVED BY HRM DELEGATE:

Instrument to Vary Establishment:

Date Duties and Selection Criteria Last Reviewed: July 2020
