



Position Description

Award	Port Arthur Historic Site Management Authority Award
Classification	General Stream, Band 2
Position Title	Cleaner
Employment Status	6 month fixed term, full time
Hours of work per week	38
Division	Conservation & Infrastructure
Position Reports to	Cleaning Supervisor
Location	Port Arthur (Head Office) and Hobart, Tasmania Flexible work arrangements will be considered, if appropriate and possible.

It is strongly recommended when applying for positions with the Port Arthur Historic Site Management Authority (PAHSMA) that the Position Description is read in conjunction with the Information for Applicants document.

Position Overview

To provide cleaning and servicing of public and staff areas at the Port Arthur Historic Sites ensuring areas are maintained in a clean and tidy manner meeting the Port Arthur Historic Site Management Authority's (PAHSMA) high standard of presentation requirements.

Key Deliverables (Statement of Duties)

Work is performed under general direction to achieve the required outcomes. Within the scope of the role, flexibility, innovation and initiative are expected in providing alternative solutions to operational issues and challenges.

- Undertake cleaning related duties including the collection and removal of refuse as outlined in the Cleaning Crew Program, PAHSMA COVID Plan and other relevant PAHSMA documents
- Assist with the preparation of areas for special events at the Port Arthur Historic Site
- Ensure that sufficient stocks of cleaning supplies are available
- Maintain and update knowledge of cleaning practices and procedures and the safe use of cleaning equipment
- Notify Cleaning Supervisor of any maintenance issues and hazards that may be identified whilst undertaking duties
- Support other PAHSMA staff as necessary with set-up and pack-up of events
- Provide information to visitors in a clear and courteous manner about activities, features and facilities at the Port Arthur Historic Sites

- Provide assistance to new staff and work-placement students in the various operations and functions of the business unit.
- Other duties as required and directed from time to time.

Duties should be reviewed and updated periodically to reflect changes in the role and to align with priorities.

Capabilities & Attributes (Selection Criteria)

1. Experience in the cleaning industry with knowledge of commercial cleaning practices and procedures, including the implementation and maintenance of appropriate hygiene standards.
2. Experience in the safe operation and basic maintenance of relevant cleaning equipment and the safe use of equipment, including chemicals.
3. Demonstrated organisational skills and the ability to be adaptable and flexible, manage variable workloads and to prioritise work in order to meet deadlines.
4. Demonstrated team player attitude, with a willingness and ability to work with others or independently in line with the PAHSMA values (as detailed below).
5. Demonstrated capacity to understand and solve problems by referring to established procedures and to make timely and accurate decisions relating to all duties.
6. Good interpersonal skills with a demonstrated ability to communicate clearly, logically and effectively with a variety of stakeholders in a manner that increases work efficiency

Essential Requirements

Mandatory Requirements

- Current Driver's License

Desirable Requirements

- Certificate III in Asset Maintenance (Cleaning Operations)

Level of Responsibility:

The Cleaner is responsible for ensuring a high standard of cleanliness and public presentation is achieved in all public and staff areas under the control of PAHSMA.

Cleaning staff must ensure that the highest level of hygiene is implemented and maintained. The incumbent is responsible for attendance to duties in a cooperative and professional manner, participation in regular team meetings and maintenance of a cohesive team structure, compliance with PAHSMA policies and procedures and for showing diligence in punctuality and attendance. Regular liaison is required with other team members, internal and external stakeholders and the incumbent is expected to be courteous and well presented at all times. The incumbent is also responsible for appropriate use of tools, equipment and resources.

The incumbent has a responsibility to demonstrate willingness to participate in staff development activities and to continue to update knowledge and skills associated with their employment at PAHSMA.

Positions at this level involve the following **Work Health & Safety responsibilities:**

- Exercise reasonable care in the performance of duties consistent with WHS legislation, policies and procedures
- Report hazards and document all accidents/incidents
- Awareness of procedures contained in the Emergency Management Plan and the actions it identifies for this position

Assessing candidates

The position overview and deliverables, capabilities and attributes outline the key skills, knowledge, experience, behaviours and attitudes required to successfully fulfil the responsibilities, duties and expectations of the position. They also provide a measure against which candidates will be evaluated throughout the selection and appointment process and enable PAHSMA to assess the overall and comparative suitability of candidates.

Working at PAHSMA

About Us

[Port Arthur Historic Site Management Authority \(PAHSMA\)](#) is responsible for the conservation and development of visitor experiences at three of the eleven sites which make up the UNESCO Australian Convict Sites World Heritage Property inscribed in 2010.

The [Port Arthur Historic Sites](#) are important places of outstanding heritage value at local, state national and international level. They form part of the Australian Convict Sites World Heritage Property and are major Tasmanian tourist attractions, which receive visitors from all walks of life and all parts of the world.

Our three sites are located in southern Tasmania

- Port Arthur Historic Site
- Coal Mines Historic Site, Saltwater River
- Cascades Female Factory, Hobart

The sites tell unique aspects of the global story of forced migration of convicts by the British Empire. They help Australians and international visitors to understand the history of Australia – from the ongoing custodianship of the Palawa people before, during and after invasion, through the colonial period and convictism to the terrible events of 1996 that occurred at Port Arthur.

Our sites are important places for our communities to talk about and understand our complex history and build a better understanding for the future. They are places of history, learning and conversation – and they belong to the people of lutruwita/Tasmania, Australia and the world.

We are known as experts in conserving our heritage and convict history – and we share this deep knowledge with visitors and the world.

Read our [2023-28 Strategic Plan](#) to find out more.

Port Arthur Historic Site Management Authority recognises the deep history and culture of lutruwita/Tasmania. We acknowledge the Palawa people, the traditional owners of the Land upon which we work. We acknowledge and pay our respects to all Aboriginal Communities – all of whom have survived invasion and dispossession and continue to maintain their identity and culture.

Our Expectations

PAHSMA People must meet high standards of behaviour and conduct and align with the organisation's requirements and expectations, including but not limited to those outlined in this PD.

PAHSMA does not tolerate discrimination, harassment, sexual harassment, bullying or victimisation in the workplace or toward colleagues anywhere at any time. We have a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

PAHSMA expects everyone to:

- understand and comply with all policies, procedures, standards and reasonable directions including in relation to the *Port Arthur Historic Site Management Authority Award*, the *Port Arthur Historic Site Management Authority Act 1987*, and our Emergency Management Plan;
- take reasonable care to protect the safety, health and welfare of self and others in the workplace including by adhering to occupational health and safety legislation and requirements including but not limited to: exercise reasonable care in the performance of duties; comply with all Work Health & Safety (WHS) policies, procedures and requirements; report and document all accidents/incidents; and, be aware of procedures in the Emergency Management Plan;
- model a high standard of ethical and respectful behaviours and attitudes consistent with PAHSMA Values and Tasmanian State Services Principles and Code of Conduct, PAHSMA policies and expected professional standards; and contribute towards a positive and result focussed workplace culture and visitor experience;
- support diversity and inclusion and uphold the principles of fair and equitable access to employment, promotion, personal development, and training;

- participate actively and constructively in performance management and professional development activities; and be agile, resilient and willing to take on new activities as needs, jobs and workplaces evolve.
- ensure the Sites are presented to the highest standard, to support the protection of the heritage fabric of the sites against vandalism or damage.

Our Values



Unity

We work as one to achieve PAHSMA's Vision and Purpose



People Matter

We acknowledge and show respect to our people – past, present and future



Accountability

We hold ourselves, and each other, accountable for our actions and behaviours



Passion & Pride

We are committed to being world class

Endorsed by Head of People & Culture		Approval by CEO	
Date:		Date	

Version Control			
Position Number/s	Date of original version	Version Number	Date of this version

General inquiries	Email recruitment@portarthur.org.au or visit portarthur.org.au
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