



POSITION DESCRIPTION

Position Title:	Facilities Management Officer		
Classification:	Band 5	Status	Full time – maximum term
Group:	Governance, Facilities and Economy	Business Unit:	Buildings and Facilities
Reports to:	Team Leader Facilities Management		
Direct Reports:	NIL	Date:	March 2026

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

This position is responsible to deliver various service programs across Council owned and managed facilities. This position will play a crucial role in ensuring adherence to applicable codes and acts, along with contract administration to ensure all facilities are safe, accessible, sustainable, and continue in effective operation.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Fostering operational cohesion and collaboration to support the efficient execution of contracted services.
- Monitor and document contractor performance, Occupational Health and Safety and risk management requirements.
- Implement improvements across diverse operational areas, to improve processes and efficiency.
- Support the team in delivering and managing various registers, inspections, and audits, addressing facility management requirements and compliance issues effectively.

- Coordinate the execution various services including Essential Safety Measures (ESM), facility cleaning, asbestos management, facility access and security, and other services as required.
- Maintain Council utility accounts, including financial management, and usage analysis.
- Assist with compliance management and reporting, including evaluation of operational processes and financial management.
- Proactively identify, assess, and manage risks.
- Ensuring that regulatory and legislative requirements, Australian standards and Council's Policy's and Standards are complied with.
- Collaborate closely with administration support for mutual assistance and coordination in various tasks, ensuring seamless workflow.
- Participate in an on-call roster and respond to after-hours calls relating to Council facilities as required, ensuring timely coordination of contractors and appropriate escalation of issues.
- Other duties as directed by the Manager, Building and Facilities.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures and other Council related policies and strategies.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Freedom to act set by clear objectives with frequent consultation with supervisor and a regular reporting to ensure adherence to plans.
- Be accountable for the accuracy, integrity and compliance of all data and business process administration relating to delegations, authorities and approvals.
- Decisions and actions taken are subject to review by the supervisor.

JUDGMENT AND DECISION MAKING

- Objectives of the work usually well defined, but method, technology, process or equipment must be selected from a range of available alternatives.
- Guidance and advice is usually available within a time to make a decision.

SPECIALIST KNOWLEDGE AND SKILLS

- Ability to develop and maintain effective relationships with a diverse range of stakeholders to achieve and influence desired outcomes.
- Ability to research and analyse information and prepare reports for consideration.
- An understanding of long-term unit goals and appreciation of wider organisational goals.
- Incumbents require an understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents.

MANAGEMENT SKILLS

- Ability to plan, organise, set priorities and manage time, so that organisational resources are optimised and objectives are achieved within a timetable.
- Ability to ensure accuracy of written and verbal communication in a busy environment.
- Ability to operate in an environment with demanding workloads and time constraints.
- Develop and implement processes and provide support to the organisation when change is required.

- Understanding of project management principles and practices.

INTERPERSONAL SKILLS

- To communicate effectively with all levels of Council and key stakeholders.
- Ability to work independently yet be an effective member of a multidisciplinary team.
- Ability to gain the cooperation, assistance and trust of key stakeholders.
- Ability to maintain confidentiality at all times.
- Well-developed written and verbal communication skills.
- Provide high-quality support and guidance with a demonstrated ability to work collaboratively.

QUALIFICATIONS AND EXPERIENCE

- A qualification and/or relevant experience in facility management, asset management, or similar.
- Experience in facilities management, will be highly regarded.
- Experience with relevant computer programs such as Microsoft Office, GIS systems, records management systems, financial management systems and asset management related programs.
- Current Victorian Drivers License.
- Current Victorian Working with Children Check.

KEY SELECTION CRITERIA

- A qualification and/or relevant experience in either facility management, asset management, construction management or similar.
- Demonstrated experience in the coordination and facilitation of building maintenance contracts and the associated works.
- Demonstrated understanding and application of regulatory and legislative requirements and general understanding of environmentally sustainable building design and operation.
- Demonstrated ability to identify, initiate, and build productive relationships both internally and externally.
- Ability to role model the Cardinia Values and actively influence where required.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

Tenure	Full time – maximum term
Pre-employment checks	All appointments are subject to a National Police Record Check, preemployment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Working with Children Check