

POSITION DESCRIPTION

POSITION TITLE:	Technical Officer – Facilities & Infrastructure
ORGANISATION DIVISION:	Corporate Services
WORK LOCATION:	Carlton
CURRENT OCCUPANT:	New position
RESPONSIBLE TO:	Facilities & Project Manager

1. POSITION SUMMARY

Reporting to the Facilities Projects Manager, the Technical Officer – Facilities & Infrastructure will be responsible for providing high quality and effective client services, including:

- providing on-site technical support as directed to ACO staff across all locations in relation to facilities & infrastructure;
- monitoring the performance of facilities & infrastructure, working closely with the Facilities Project Manager to support the development of a life-cycle planning approach for the ACO's facilities infrastructure and fleet asset base.

2. KEY RESPONSIBILITIES

Specific responsibilities of the role:

- provide on-site technical support, as directed, to ACO staff across all locations in relation to facilities & infrastructure;
- regular Occupational Health & Safety (OHS), facilities & infrastructure health-checks at all ACO locations in accordance with relevant programs of work and making recommendations for asset repair or replacement;
- work closely with the Facilities Projects Manager to ensure robust arrangements for life-cycle planning and long-term budgeting (fleet, facilities and infrastructure equipment) are in place;
- onsite supplier liaison and oversight, including co-ordinating and reporting on routine maintenance of all facilities, vehicles, plant and equipment in accordance with ACO policies and relevant standards and legislation;
- co-ordinate building compliance audits and works (e.g. electrical testing and tagging) in accordance with ACO policies and other legislative requirements;
- respond to Spiceworks tickets in relation to facilities & infrastructure issues and report on key trends;
- monitor progress with helpdesk calls and follow up outstanding issues with outsourced providers;
- co-ordinate clinic stocks and orders, working closely with the Finance & Procurement Teams to ensure that agreed controls are maintained and that stock levels are monitored and reported;
- complete clinic room restock activities in accordance with agreed protocols;

- ensure that all deliveries are dispatched and assist with the delivery of large incoming goods;
- Deputy Chief Fire Warden;
- ensure that the all ACO facilities, including record keeping storage facilities, are secured at all times - Act as the emergency contact for the security service;
- provide support to the Technical Officer – Business Technologies as required;
- work in accordance with Safe Working Practices (SWP) set by the ACO from time-to-time and support the enforcement of policies, systems and controls in relation to facilities, fleet and infrastructure at the ACO;
- out of hours support as required;
- any other duties as directed by the Facilities Projects Manager.

3. KEY SELECTION CRITERIA

- a trade or equivalent qualification or strong hands-on practical experience;
- a sound knowledge of relevant legislation, including OHS and building regulations;
- a technical and logical thought process and an ability to complete minor repair works within agreed frameworks;
- a keen eye for detail;
- well-developed interpersonal and verbal communication skills and capacity to respectfully liaise with people at different levels both internally and externally;
- excellent organisational skills and ability to manage multiple tasks and prioritise workload, whilst consistently delivering positive outcomes;
- capacity to work autonomously but also as a part of a team;
- proficient in the use of Microsoft Office suite;
- holds a current Victorian driving licence with no endorsements.

4. ENVIRONMENTAL, HEALTH & SAFETY RESPONSIBILITIES

All ACO staff are responsible for observing and practising safe work practices and procedures, including:

- taking reasonable care for the safety of self and others
- ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor
- seeking guidance for all new or modified work procedures
- participating in meetings, training and other health and safety activities
- wearing personal protective equipment as provided

- using equipment in compliance with relevant guidelines, without wilful interference or misuse
- adopting work practices that support OHS programs.

5. ORGANISATIONAL RELATIONSHIPS

Reports to: Facilities Projects Manager

Direct reports: None

Internal Liaisons: Chief Executive Officer
Executive General Manager Finance & Corporate Services
Leadership Team
Technical Officer – Business Technologies
ACO and NVRI staff

External Liaisons: Contractors and suppliers