

Position Description

POSITION TITLE	Facilities Officer
DEPARTMENT	Infrastructure and Planning
REPORTS TO	Facilities Lead
DIRECT REPORTS	None
SALARY	Scale 1
WORKING ARRANGEMENT	7-DAY Monday to Sunday, including evenings, weekends, and public holidays and special events.
REVIEWED	July 2023

OUR ORGANISATION

As a leading conservation and sustainable tourism organisation, we are privileged to manage over 1,805 hectares of reserves, wetlands, and woodlands across Millowl, and recognise that many of these areas hold deep cultural and spiritual significance for Aboriginal people.

Our employees undertake a range of duties across multiple, diverse disciplines and our culture promotes:

- Positive and interactive working environment where team members collectively strive for the organisation's ongoing success.
- Diversity and inclusion and respect each other's diverse skills, experience and backgrounds
- Fostering a safe and inclusive culture for all including Aboriginal and Torres Strait Islander Peoples, people with disabilities, people that identify as LGBTQIA+, and disadvantage groups.
- Flexible work arrangements for our team, including during pregnancy, for parents, carers, people with disabilities, and team members impacted by family violence.

Through our Reconciliation Action Plan, we acknowledge the true history and their continued connection to place as we work and walk together.

The Nature Parks is a child safe environment and have zero tolerance for child abuse and together work to protect children from all forms of harm.

POSITION PURPOSE

The purpose of the role is to deliver an efficient cleaning and venue presentation service across the Nature Parks precincts, to ensure facilities and grounds are presented to the highest possible standard.

Our Purpose

Why we are here

To protect nature for wildlife and inspire people to act

Our Vision

What we want to be

A place where conservation and ecotourism excellence inspire people to actively protect the environment

Our Values

How we make choices

NATURE CONSERVATION IS PARAMOUNT

- Guided by Bunurong
- Evidence based to inform decisions
- Choose most sustainable
- Consider impact on nature first

ENGAGING EXPERIENCES

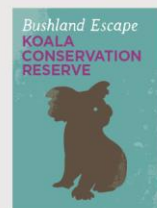
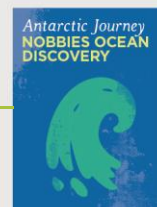
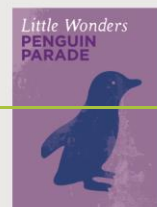
- Authentic and natural
- Welcoming and inviting
- Creative, fun and inspiring
- Act with understanding sensitivity

FUTURE FOCUSED

- Plan and think strategically
- Take initiative and be responsive
- Embrace change, flexible thinking and adaptable in our actions

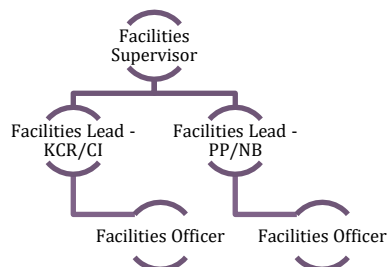
DELIVERING OUTCOMES TOGETHER

- Build strong partnerships based on trust, openness and transparency
- Deliver on our promise
- Encourage dialogue and feedback
- Empowered to work with others
- Foster culture of inclusion and safety





DEPARTMENT STRUCTURE



JOB SPECIFICATION

KEY DUTIES AND RESPONSIBILITIES

- Support daily operations in managing cleaning and presentation of facilities, including buildings, amenities, gardens, paths, and car parks.
- Follow cleaning and presentation manuals and programs.
- Follow and document safety procedures and processes as required.
- Participate in toolbox talks as required.
- Support workplace audits and actions as required.
- Operate within the asset management system updating records.
- Implement sustainability principles into all cleaning and venue presentation activities.
- Support implementation and maintain proactive maintenance schedules for cleaning, vehicles and equipment allocated.

WORKPLACE EXPECTATIONS

- Behave in a way that demonstrates our values, organisational workplace behaviour and code of conduct
- Proactively engage in learning and development, meetings and maintaining up to date knowledge of activities and events occurring across all areas the Nature Parks
- Provide and maintain a working environment that, as far as reasonably practicable, is safe and without risks to the health, safety and wellbeing of all (employees, contractors, volunteers)
- Promote child safety at all times, report and follow child safety processes

KEY SELECTION CRITERIA

EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstrated experience in a similar cleaning and facility services role.
- Experience in the use of Maintenance Log systems, emails, and hazard reporting procedures.
- Proven knowledge on the safe use of cleaning equipment.
- Demonstrated ability to follow safe manual handling procedures.
- Ability to manage time efficiently and problem solve.
- Ability to work independently and as part of a diverse team.
- Willingness to follow instructions and complete tasks to a very high standard.
- Proven ability to effectively work with a diverse range of cultures.



OTHER REQUIREMENTS

Commence employment with Nature Parks and maintain current at all times.

- Working with Children Check
- Drivers' Licence

WORKING CONDITIONS

	Low < 5Kgs and/or < 2 hours duration	Moderate 5-10Kgs and/or 2-6 hours duration	High > 10kgs and/or 6-8 hours duration
Working in an outdoor environment			✓
Sitting			✓
Standing			✓
Walking (including over rough terrain or stairs)			✓
Squatting / Kneeling / Bending / Twisting			✓
Pushing / Pulling / Lifting / Carrying / Reaching			✓
Computer usage (Keyboard/mouse/tablet)	✓		
Use tools (Shovels, hammers, and motorised hand tools)			✓
Operate machinery (Chainsaws, Tractors, and All Terrain Vehicles)			✓

AGREEMENT

I have read and understood the above position description and I agree to the work in a manner that aligns with the specifications outlined.

I declare that I have no health, medical or other restriction that would affect my ability or capacity to undertake these duties in a safe manner.

Name:

Signature:

Date:
