



35 Sturdee Street
P.O. Box 510
Reservoir VIC 3073
Ph: 03 9462 6077 Fax: 03 9462 5077

Email: office@prace.vic.edu.au
Web: prace.vic.edu.au

POSITION DESCRIPTION

POSITION	Facilities Administration Officer
EMPLOYER	PRACE – Board of Management
RESPONSIBLE TO	Executive Officer - PRACE
LOCATION	Merrilands Community Centre
CLASSIFICATION:	PACCT employee Classification Level 5.1 Neighbourhood Houses and Learning Centres Workplace Agreement 2016.
QUALIFICATION/S AND RELEVANT EXPERIENCE:	Relevant qualification and/or experience in a similar position
CONDITIONS:	Full-time - 38 hours per week Commencement date: February 2018 Police check (mandatory) Working with Children's check (mandatory) Certificate in First aid (desirable) All other conditions as per the Neighbourhood houses and learning centers workplace agreement 2016.

ORGANISATIONAL VISION

PRACE strives to develop dynamic, responsive and innovative educational programs, teaching and learning experiences. We aim to encourage the concept of lifelong learning and recognise the life experiences that all people bring to the organisation. PRACE will support and advocate on behalf of the community to ensure equitable access to resources and services that will work to strengthen the capacity of all people to participate fully in their community

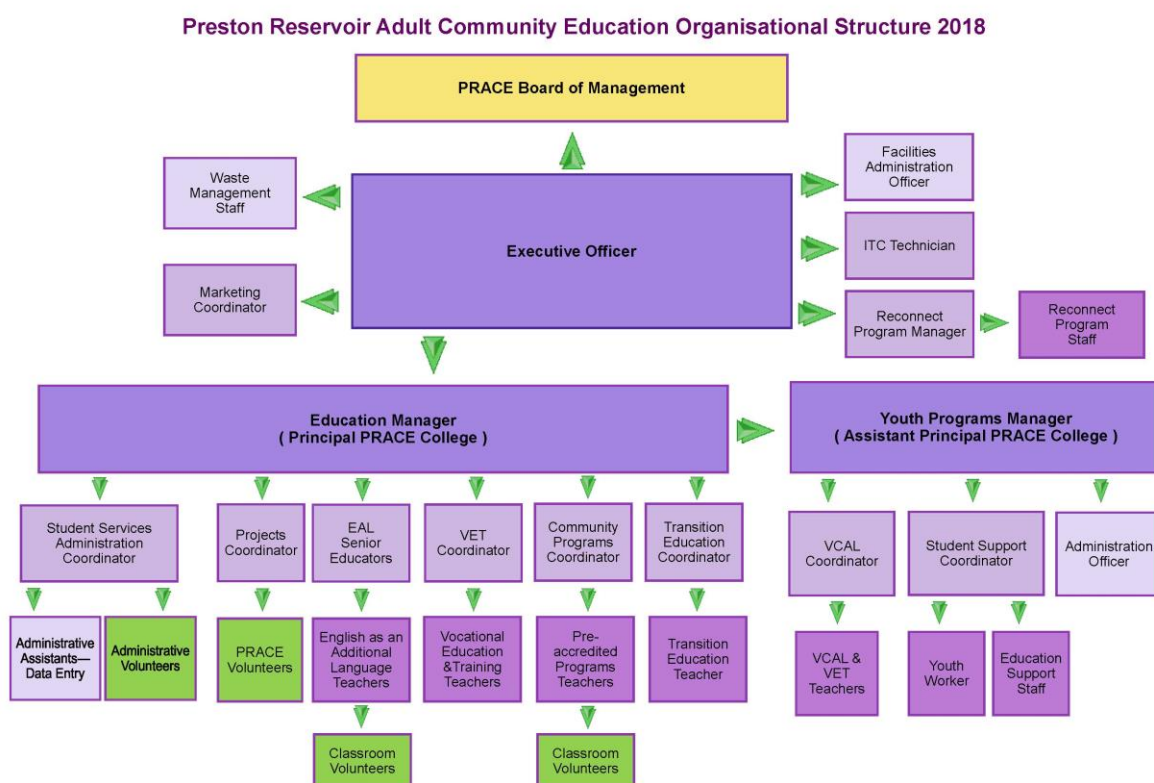
ORGANISATIONAL MISSION

To provide accessible adult education opportunities that support people to learn and share, to participate and grow, and to engage in the life-long adventure of learning and participation.

ORGANISATIONAL CONTEXT

Preston Reservoir Adult Community Education (PRACE) has a 20-year history of providing innovative and high quality Adult Community Education (ACE) programs. Over this period PRACE has increased significantly in size and scope of activities and currently receives funding from a range of local, state and federal government departments.

PRACE also manages the Merrilands Community Centre on behalf of the City of Darebin, supporting over 30 community groups who access the Centre. The PRACE program, both education and community development, operates across 2 main sites in Reservoir as well as in a range of other community venues within the Northern Metropolitan area.



POSITION SUMMARY

The role requires the administration of all aspects of PRACE facilities including venues, vehicles, equipment and resources for purposes of supporting PRACE education and community activities as well as for reporting and compliance purposes.

The Facilities Administration Officer role is a key position within PRACE for ensuring quality and safety in the services the organisation provides and in supporting staff. It includes a range of duties relating to the efficient running of the PRACE venues and vehicles.

JOB COMPLEXITY

PRACE manages a facility on behalf of the City of Darebin. It also operates out of a range of sites in the Northern region of Melbourne. This position is directly responsible for supporting the use of these facilities and resources related to high quality service delivery at these sites.

As part of the role, the Facilities Administration Officer will liaise with a number of external organisations to fully meet the duties of the role.

The Facilities Administration Officer is part of the PRACE administration team. It is essential that the team works together to achieve desired outcomes for the organisation.

The role also requires the incumbent to assist with general administration/ and student administration duties to support the administration team as required.

KEY RESPONSIBILITIES AND DUTIES

1. Facility Management - General

- Oversee PRACE venue utilities including setting up accounts, seeking competitive prices, and dealing with issues with bills.
- Ensure student and staff amenities are in place and maintained
- Liaise with Darebin Council facilities and maintenance department as necessary
- Support the safety and security protocols and procedures of the Merrilands Community Centre on a daily basis.
- Liaise with cleaning staff and City of Darebin cleaning staff to ensure facility is maintained to high level.
- Assist with the development of related policies and procedures.
- Provide facility support to any new sites utilized by PRACE for service delivery.

Facility Management –Hirers

- Manage Officer Tracker booking system for all internal/external hirers
- Implement facility hire enquiries/booking procedures and systems including hirer induction, key allocation, security and/or public liability insurance requirements, forms and other correspondence.
- Manage payments by external hirers including invoicing/bonds/hirer rates subsidies scheme for Darebin City Council
- Support and liaise with all hirers
- Ensure PRACE staff are kept up to date with relevant booking information
- Manage complaints within the PRACE Continuous Improvement and Complaints and Appeals Policies and Procedures
- Liaise with the Marketing Coordinator for the development of venue hire marketing and seek new hirer business where possible.

Business Growth

- Commitment and willingness to contribute to the growth and development of the organisation.
- Build/grow the service to meet organisational targets through developing effective relationships with referring agencies / community groups.
- Investigate new opportunities for expansion of service delivery

Vehicle Management

- Oversee the vehicles booking systems and logs.
- Manage external hiring of vehicles.
- Maintain registration and insurance of all PRACE vehicles.
- Ensure buses are maintained and serviced as required.
- Monitor compliance with Bus Safety Victoria.
- Maintain PRACE staff license register.
- Deal with reported incidents and any associated insurance claims as directed.

Equipment and Resources

- Maintain asset, equipment and resource registers
- Undertake equipment audits and reviews.
- Oversee the maintenance of PRACE mobile phones and wi-fi devices.
- Maintain equipment booking register.
- Support staff with booking and use of equipment (and external hirers where applicable).
- Order equipment and resources as required.
- Maintain PRACE contents insurance.

OH&S

- Undertake role as a HSR and OH&S Committee member (mandatory position)
- Organise warden refresher meetings as required
- Undertake facilities OH&S audits
- Schedule emergency drills
- Maintain PRACE public liability insurance
- Maintain first aid kits for all facilities

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

SELECTION CRITERIA

To be considered for this role you will have:

- Excellent verbal and written communication skills, with demonstrated experience in developing and maintaining strong relationships
- High attention to detail and has a proactive approach to work seeking out new business opportunities
- Ability to multitask with superior organisational skills
- Demonstrable problem solving and time management skills
- Ability to work with minimal supervision
- Ability to understand and follow instructions and procedures
- Physically able to handle manual loads and move goods and equipment around the campus
- Microsoft Office literacy
- Current driver's license

OCCUPATIONAL HEALTH AND SAFETY (OHS) AND ENVIRONMENTAL HEALTH AND SAFETY (EHS) RESPONSIBILITIES

All staff are responsible for the following safe work procedures and instructions:

Employees must:

- Comply with the PRACE OH&S Policies and Procedures
- Adopt work practices that support health and safety in the workplace
- Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- Participate in meetings, training and other environment, health and safety activities
- Not wilfully place at risk the health or safety of any person in the work place
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Cooperate with PRACE in relation to activities taken by PRACE to comply with Occupational, Health and Safety and environmental legislation.

Supervisors are responsible for:

- Developing new work procedures, as required, in conjunction with relevant persons
- Providing all staff with relevant health and safety information in an appropriate manner
- Providing adequate supervision through technical guidance and support
- Providing appropriate facilities for safe storage, handling and transport of hazardous substances
- Ensuring that all accidents and incidents are reported.

The organisation has a responsibility to:

- Provide a work environment which meets OH&S legislative requirements
- Regularly review current work sites and new sites prior to service delivery in order to determine that they meet OH&S standards.

EQUITY AND DIVERSITY

PRACE is committed to equal opportunity in education, employment and welfare for staff and students.

PRACE and its staff are required to operate under the Equal Opportunity and Non-discrimination legislation which includes:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

GOVERNANCE

PRACE is governed by a Board of Management with strong representation for all key operational areas.

PRACE's strategic growth over the past 5-6 years reflects a depth of governance skills on the Board, as well as a strong ability to respond to opportunities as they arise. The Board of Management is committed to open and transparent governance processes that embrace a culture of continuous improvement and critical self-evaluation.

All business activities are reported to the Board of Management.

This position description is approved by:

Employee's Signature:

Date:

Supervisor's Signature:

Date: