Position Description

TasNetworks | Powering a Bright Future

Facilities Officer

Finance | Supply Chain

Objectives	• The Facilities Officer is responsible for undertaking management of minor capital programs, overseeing management of contractors as well as assisting with all necessary operational and administration support. • Provide high level support to the Facilities team leader by prioritising and undertaking operational Facilities tasks. • Come up to speed quickly with the Data Centre Co-ordinator role and be able to provide necessary back up support • Build strong relationships with internal and external stakeholders • Provide a high level of customer service in delivery of facilities services to the core activity of TasNetworks • Creating, maintaining and continuously improving appropriate processes and procedures
Role Specific Accountabilities	• Contribute to and support TasNetworks' Safety/other programs and strategies • Support the Team Leader with their responsibilities across facilities management, including and not limited to construction, maintenance and administration processes within the Facilities area. • Provide back up support to the Data Centre Coordinator • Undertake management of minor capital works • Ensure relationships with stakeholders are developed and enhanced through effective service delivery processes • Support, review and develop processes and procedures with a focus on continual improvement to enhance performance of the facilities team • Responsible for external contractors to ensure they are complying with their contract obligations • Assist with and undertake development of Facilities documentation • Providing operational support around state-wide facilities, including auditing of facilities and contractors to ensure compliance with safety and building regulations • Provide facility inductions to new staff and contractors across the Maria St Campus and develop standard induction form for state-wide facilities • Assist with maintenance & emergency repairs to state-wide facilities as necessary via the Facilities Service Requests system • Assist with budget preparation, monitoring and reporting, including both operational and capital budgets • Ensure all business records are stored appropriately in the record system (SharePoint) • Any other duty or task as reasonably and lawfully directed by TasNetworks

To be successful in this role	• Demonstrated competence in the use of relevant software applications (Word, PowerPoint, Outlook and Excel) • Ensure appropriate procurement processes are followed to procure facilities related goods and services, and compliance with records and information management processes • Participate in and contribute to the development and implementation of any team or department strategic planning objectives, along with cultural development • Assist in meeting business and team compliance and audit requirements • Providing support and deliver on other duties and activities as appropriate • State-wide travel is involved in this role with some overnight requirements • Have relevant Facilities experience, skills and knowledge • Relevant small/ medium sized project management experience • Exceptional customer service skills and a positive and proactive mindset • Strong written and oral communication skills and proven editing and report writing experience • Ability to work autonomously, manage priorities and meet deadlines • A high level of business acumen • Strong communication and interpersonal skills • Ability to perform under pressure and coping with the ad hoc nature of facilities • A demonstrated understanding of the regulatory framework in which a utility operates and the link between business decisions and their impact on the regulatory outcomes • Current valid driver's licence • Certificate III in Business Administration and/or equivalent technical competence is strongly desirable • High level understanding of the Building Code of Australia and other Facilities related standards • Ability to perform the inherent requirements of the role



Compliance Requirements	• A satisfactory National Police Record check to confirm eligibility for the role • A 'critical worker' suitability assessment for the purposes of the *Security of Critical Infrastructure Act 2018* (Cth) (or any successor to that Act) and the *Security of Critical Infrastructure (Critical Infrastructure Risk Management Program) Rules 2023* (Cth) (or any successor to those Rules), comprised of: ○ a National Security Assessment by ASIO; ○ a Criminal History Check by ACIC; and ○ a Right to Work in Australia check;

Reports to:	Direct reports:	Approved:
Facilities Team Leader	0	June 2026