

Position Description

Facilities Specialist

Finance & Regulation

Supply Chain

Objectives

- Operational Facilities Management of technical and support services specifically focused on the critical infrastructure security obligations and regulatory frameworks.
- Assist with the delivery of facilities budgets, master planning, capital works and property acquisitions and disposals
- Lifecycle management of delivery partner contractors to ensure commercial outcomes, WHS compliance is met and maintained, contract KPIs are delivered, and general oversight is provided to all contractors.

Role Specific Accountabilities

- Develop, implement, and maintain site security procedures, emergency response plans, and incident reporting protocols, ensuring 24/7 security coverage across all sites through effective contractor and stakeholder coordination.
- Manage and maintain all physical security systems conducting regular audits and risk assessments to identify vulnerabilities and drive corrective action.
- Maintain compliance with the Security of Critical Infrastructure Act 2018, including contributing to the CIRMP, maintaining all required records, registers, and documentation to satisfy regulatory obligations. Liaise with the Responsible Entity, sector-specific regulators, and the Department of Home Affairs on SOCI matters.
- Source, engage, and manage contractors across civil, electrical, mechanical, and specialist trades, maintaining compliance documentation and performance reviews against agreed KPIs and SLAs.
- Oversee planned and reactive maintenance programs across all building services — including HVAC, electrical, plumbing, fire, and security systems — using a CMMS to manage work orders and ensure statutory compliance.
- Coordinate minor capital works, office relocations, and site improvement projects from inception to completion, ensuring delivery on time, within scope, and in accordance with safety and compliance requirements.
- Assist to manage the facilities OpEx budget and contribute to CapEx planning identifying cost-saving initiatives.
- Any other duty or task as reasonably and lawfully directed by TasNetworks.

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To be successful in this role

- Minimum 5 years experience in facilities and/or property, with a proven track record of effective contractor management and multi site facilities
- Demonstrated ability to produce high quality business documentation
- Hands on experience managing physical security systems and conducting security risk assessments
- Working knowledge of Security of Critical Infrastructure Act
- Establish effective external & internal stakeholder relationships to maximise TasNetworks' success in its' facilities imperatives.
- Ability to balance a highly operational workload whilst delivering strategic initiatives
- Ability to communicate effectively across all audiences, and organisational levels with strong communication in written and verbal form
- Proven experience in WHS management and compliance
- Ability to build rapport and trust-based relationships, providing feedback, and delivering results through people
- Be versatile and dedicated to drive productivity of self.
- Demonstrate our behaviours, which are central to all positions in TasNetworks

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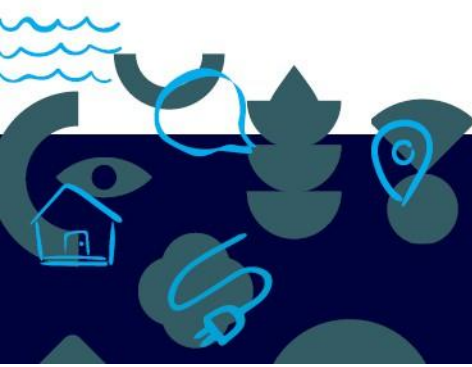
Compliance
Requirements

- 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:
Facilities Leader

Direct reports:
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Approved:
May 2026



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