NIDA

POSITION PROFILE

Position Title:	Facilities Assistant	**Remuneration:**	$38.69 p/h + 11.5% Superannuation
Organisation Unit:	Facilities	**Employment Type:**	Casual
Term of Contract:	Casual	**Classification:**	Educational Services (Post-Secondary Education) Award 2020 Level 4.1

OBJECTIVE

The Facilities Assistant is responsible for providing general facilities assistance under the direction of the Facilities Manager. Responsibilities will include assisting with the upkeep of the NIDA facility, building services support, maintenance assistance and more broadly ensuring the safe and efficient functioning of the building.

In the event of an emergency this position is also responsible for the provisioning of First Aid assistance and when scheduled, act as a Duty Fire Warden.

KEY ACCOUNTABILITIES

- Assist with office moves and reconfigurations, room, furniture, and equipment set-up services for recurring and temporary events as required.
- Monitor Asimut (NIDA's room booking system) and ensure any set up requests are promptly completed.
- Monitor and respond promptly to Happyfox (NIDA's helpdesk system)
- Restocking supplies, such as office and cleaning supplies.
- Attend to and report building services and other after-hours facilities issues, including air-conditioning and maintenance.
- Proper and safe use of general operational, building, and facility-related plant and equipment.
- Monitor and respond to building security issues, such as alarms and access control systems.
- Assist the Facilities Manager and/or their delegate in a variety of hands-on tasks and inspections.
- Coordinate and carry-out daily tasks including, but not limited to, preventative and corrective building repairs and maintenance, air-conditioning requests, alterations and additions, painting, identifying plumbing and electrical issues, loading, and unloading deliveries as required within defined deadlines.
- Report any hazards or safety issues. Identify and escalate any WHS risks to the Facilities

Manager.

- Participate in emergency, first aid and evacuation response including carrying out fire warden duties.
- Act as Duty Chief Fire Warden during evenings, and weekends as required.
- Undertake safety patrols including opening and closing the building and internal spaces.
- Assist in ensuring that compliance checks required by statutory regulations and industry guidelines are accurately maintained.
- Actively promote health and safety, and take reasonably practical steps to control risk, ensuring a safe workplace for visitors, staff, students, and volunteers.
- Undertake other relevant duties as required by your manager or their delegate.
- Adhere to all WHS requirements of the organisation and relevant associated legislation.

KEY PROFESSIONAL RELATIONSHIPS

Reports to: Facilities Manager
Supervises: N/a
Internal: Facilities department, WHS, NIDA Theatres, NIDA Open, TechOps, IT, and other NIDA staff and students.
External: External clients and contractors

SELECTION CRITERIA

Essential:

- Valid Working with Children Check, First Aid Certificate and White Card.
- Available to do shift work across the weekday and weekend, including afterhours.
- General knowledge of hand tools and safety procedures, including manual handling and chemical handling protocols.
- Demonstrated capacity to undertake basic building maintenance.
- Strong interpersonal skills with an ability to maintain an excellent standard of customer service with stakeholders at all levels of the business.
- Demonstrated ability to work independently, show initiative, and achieve a high volume of work with minimal supervision.
- Excellent prioritisation, organisation, and problem-solving skills.
- Basic computer knowledge.

Desirable:

- Forklift license.
- License to drive a class C motor vehicle.
- Understanding of WHS Legislation and electrical safety.
- Demonstrated commercial, service or venue environment experience in a similar role.
- Experience in a not for profit and/or government or educational environment.
- Interest in the performing arts.