

## Position Description

<b>Position Title</b>	Asset Management Officer
<b>Portfolio</b>	Corporate Services
<b>Division</b>	Facilities
<b>Department/Cost Centre</b>	Facilities - 05200
<b>Classification</b>	Specialist Staff Level 5
<b>Position Number/s</b>	102519
<b>Reporting to</b>	Manager - Facilities
<b>Supervises</b>	NIL

### Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider.

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmarra, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

### Division Overview

The Facilities department services the diverse needs of South West TAFE by managing and maintaining South West TAFE buildings, plant and equipment, grounds and facilities used in the delivery of services to a diverse range of users in multiple locations. South West TAFE operates from Warrnambool, Hamilton, Portland, Colac and Glenormiston campuses as well as Sherwood Park.

The department provides efficient and effective services consistent with the guidelines of relevant and appropriate legislation and in a manner, which ensures South West TAFE complies with sustainable and environmentally sensitive practices. The department provides but is not limited to:

Building, property, grounds and asset maintenance;

- Fleet management including an online fleet vehicle booking system;
- Supply distribution;
- Capital works delivery;
- Staff and campus security and physical access
- Essential Safety Measures Management (ESMs);
- Cleaning Management;
- Site Safety
- Contractor Management;
- Utilities Management;
- Waste Management;
- Emergency Management;
- Resource Management.
- Asset Utilisation

## Position Overview (Your Opportunity)

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The Asset Management Officer plays a vital role in ensuring the operational efficiency and upkeep of our campuses. This role involves managing both the physical maintenance and asset-related systems, ensuring our facilities are safe, secure, and well-maintained. The role works closely with the Manager - Facilities and other team members to address the diverse needs of SWTAFE.

The role encompasses a variety of tasks, such as responding to maintenance requests, supervising cleaning activities, managing grounds and gardens, and optimising the use of resources. You will also be responsible for overseeing campus security, managing contractor performance, and ensuring compliance with safety regulations. Additionally, you will use maintenance software to plan and schedule preventative maintenance, maintain asset registers, and support lifecycle planning.

Success in this role requires strong organisational skills, a proactive approach to problem-solving, and the ability to build effective working relationships with staff, contractors, and suppliers. You will interact daily with various stakeholders, ensuring that all facilities are well-maintained and operate smoothly.

This position offers a rewarding career path for individuals interested in facilities management and asset optimisation. It provides an opportunity to make a significant impact in a dynamic and supportive environment, contributing to the overall success of South West TAFE.

## Key Accountabilities

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All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation.

These accountabilities include but are not limited to:

### Your Position

- Plan, schedule and implement daily work activities to maximise efficiency and productivity, utilising the relevant maintenance software. Including communications out to campuses, departments and/or individual staff when planned work may affect them.
- Maintain up to date department trackers and provide snapshot reporting to the Manager on a monthly basis.
- Develop and update the asset register of all Facilities and built environment assets.
- Collaborate with OHS to develop Traffic Management Plans, ensure they are implemented, and maintain relevancy across campuses. Ensure staff are adequately trained in the plans and their implementation needs.
- Schedule and plan Planned Preventative Maintenance (PPM) activities, as identified in South West TAFE's PPM Schedule across campuses.
- Contribute to asset lifecycle planning and the South West TAFE Asset Management Plan, including identifying areas requiring significant investment.
- Complete regular planned site audits to proactively manage general maintenance issues and ensure site compliance with relevant legislation, including identification of hazards and risks associated with building facilities.
- Ensure compliance to relevant Standards, Legislation, Policies, Ministerial Directions and Guidelines in relation to the Asset Management Accountability Framework.
- Coordinate the purchasing of relevant products/ consumables for all campuses through the use of the Finance system and ensure all associated documentation is completed.
- Oversee waste disposals and environmental management at the relevant campuses as required, including the identification and implementation of recycling and cost saving processes consistent with the sustainable practices as endorsed by SWTAFE. Identify environmental initiatives and work with the wider team to implement.
- Co-ordinate ad-hoc cleaning activities with cleaning contractors.
- Be the immediate responder to emergency events where required and ensure adherence to the South West TAFE emergency management procedures.
- Induct contractors to site and operate with the permit to work system. Supervise contractors and work standards whilst onsite. Report and proactively manage contractor performance.
- Manage onsite security and oversee out-of-hours access and security contractor activities, including being on call every third week for out-of-hours security management. Responsibilities include key management and tracking, access control systems, duress systems, and overseeing all physical security requirements.

- Assist the Facilities department team to deliver-maintenance activities at South West TAFE's campuses as required.
- Provide guidance to staff in the utilisation and maintenance of South West TAFE'S facilities.
- Where required assist with Fleet Management activities including vehicle servicing, booking administration and other activities.

### **Your Organisation**

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

### **Key Selection Criteria (Key to Success)**

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Successful candidate will demonstrate the best combination of the following characteristics;

- Proven strong verbal and written communication skills, well developed interpersonal skills including the ability to interact effectively and professionally with a diverse range of people
- Proven ability to work effectively and collaboratively as part of a team in the provision of appropriate support including the ability to use initiative and accept responsibility
- Demonstrated experience in keeping accurate records to ensure compliance with the maintenance and use of gardening equipment and also the storage and handling of chemicals
- Demonstrated competence in the use of the Windows operating environment, including a sound operational knowledge of the MS Office products
- Demonstrate experience in contractor management and safe work systems
- Demonstrated significant experience in asset management coupled with the practical knowledge of gardening
- Experience in general building maintenance would be an advantage.
- Ability to diagnose and solve problems autonomously and promoting effective and efficient processes and outcomes

### **Qualifications and Requirements**

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#### *Mandatory requirements*

- A suitable combination of relevant qualifications and experience or lesser formal qualifications with substantial experience and specialist expertise in asset maintenance
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's Licence

#### *Highly desirable requirements*

- Certificate III in Asset Maintenance
- A current relevant trade qualification and certificates relating to the position e.g. OHS, Chemical Handling
- Previous experience working within an educational setting in a similar role
- Experience using relevant industry software and programs
- Forklift Licence (or willingness to obtain one)
- Light Rigid licence or higher qualification (or willingness to obtain one)
- Experience in asset management
- Experience working with security systems
- Experience in the construction industry
- Experience using Office365

### Additional Information

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- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Incumbent		