



Position Description

Business area	Ruah Community Services
Position Title	Facilities, Assets and Safety Officer
Division - Department	Corproate Services - People & Culture
Classification	SCHADS Award Level 4
Reporting to	Service Lead – Facilities, Assets and Safety
Supervision of	Nil
Effective date	12 January 2023

Guided by our Vision, Mission, and Values

Vision	Flourishing communities through the active participation and wellbeing of people with complex needs.
Mission	Empowering vulnerable and disadvantaged people to create meaningful changed in their lives through provision of quality services.
Values	Respect, Grassroots, Partnerships, Quality, Hope.

Diversity statement

Everyone regardless of ability, age, culture, gender, race, sexual identity, or intersex status are free to be themselves. Free to celebrate our differences. We are building a workplace where difference is embraced and encouraged.

Position intention

The Property, Assets and Safety Officer plays a key role in ensuring the continuity and viability of Ruah operations for its staff and clients.

This position is responsible for coordinating asset activities, property maintenance and support, and work health and safety practices of the service area.

A focus of this role is to ensure an effective and efficient experience for staff and clients in support of Ruah service outcomes, and to establish a safe workplace according to legal standards and foster a culture of attention to health and safety.

Key tasks, objectives, and responsibilities

Mission and Values	<ul style="list-style-type: none"> Actively promoting and demonstrating behaviours and conduct that champions Ruah’s values and commitment to ethical practice on behalf of clients. Maintains confidentiality in accordance with Ruah policies. Ensures adherence across service area to policies and procedures.
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Facilities & Assets	<ul style="list-style-type: none"> • Coordinate third party service contracts, leased and owned property, and vehicles. • Coordination of maintenance contracts, providing expenditure and performance data when requested. • Support the coordination of fleet vehicle purchases, leases, and site allocation. • Coordinate vehicle replacements, insurance claims (related to vehicle accidents), set up fuel cards, order vehicle first aid kits, and manage infringements. • Maintain Ruah’s vehicle booking system and fleet register. • Maintain the organisation’s asset register (including IT, property, fixtures, and fittings). • Day to day management of the maintenance & assets system, to include raising work orders and all maintenance requests are actioned efficiently, initiate maintenance works, monitor progress and ensure satisfactory completion of work, all in accordance with delegated authority. Following up and closing off any outstanding work orders and requests. • Ensure contractors’ compliance is up to date. • Responsible for the timely adherence and completeness of maintenance schedules. • Monitor contractor performance and attendance, record outcomes, report and address any maintenance issues that are identified in workplace inspections and contractor reports; review and adjust schedules to suit. • Coordinate with Team/Service Leads regarding contractors’ attendance for property maintenance. • Support the purchasing, leasing, and decommissioning of properties, including the purchase, removal, transport and disposal of furniture and fittings. • Seek quotations as required by Ruah purchasing guidelines, collate and make recommendations. • Assist with undertaking maintenance inspections and other related aspects of property maintenance, upgrade, and improvements. • Maintain effective relationships with real estate agents/property managers/contractors to ensure properties are maintained to a high standard. • Contribute to the review, renewal and effectiveness of policies and procedures relating to asset and vehicle use. • Support the Service Lead in refurbishment and/or fit-out projects.
Work Health & Safety	<ul style="list-style-type: none"> • Coordinate work health and safety requirements and measures under the direction of the Service Lead. • Maintain registers and site materials relating to wardens and officers. • Coordinate regular warden & emergency response training and ensure the completion of first aid officer training. • Maintain a regular schedule of duress and other alarm testing. • Support teams with WHS inspections ensuring Workplace Inspection hazards or maintenance issues identified are actioned.
Insights and Reporting	<ul style="list-style-type: none"> • Provide regular reporting to the Service Lead on evacuation schedules and completion, as well as first aid officer training.



	<ul style="list-style-type: none"> • Coordinate the recording, reporting, and trend analysis of work health and safety incidents. • Contribute to monthly reports on vehicle usage / incidents and make recommendations based on demand and service requirements. • Report on asset (including vehicle) incidents, damage, and repairs.
Stakeholder Engagement	<ul style="list-style-type: none"> • Ensure quality relationships are maintained with contractors, internal and external stakeholders in a manner consistent with the organisational values. • Ensures the reporting requirements of stakeholder interests are delivered internally in a timely and effective manner. • Contributes to the assessment of existing stakeholder engagement strategies.
Communication	<ul style="list-style-type: none"> • Ensures an effective two-way communication with senior management. • Provides opportunities for staff to actively participate in and engage with decisions that impact the service area.
Financial Management and Reporting	<ul style="list-style-type: none"> • Delivers timely reports on achievements, outcomes, KPIs and risks. • Ensures data required for funding bodies is available when required. • Reports on outcomes against quality and financial indicators.
Quality and Risk Management	<ul style="list-style-type: none"> • Delivers services within the program area in accordance with accreditation requirements and service agreements. • Reports on operational practice to identify issues relevant to the achievement of Model of Care outcomes. • Identifies and reports on risk issues to the Service Lead in accordance with Ruah procedures.
Safety, Security and Other Duties	<ul style="list-style-type: none"> • Work in a way that demonstrates and promotes positive health and safety. • Be accountable for protecting Ruah and client information security and privacy. • Share enthusiasm for and be involved with initiatives that build teams and add to the Ruah community. • This role, like all others within the community of Ruah, will undertake any other duties as required.

Selection criteria

Essential

It is expected that the successful applicant will be able to demonstrate the following:

- Sound experience (approx.3 years) in assets and facilities or a similar role.
- Experience with building management and/or vehicle booking systems.
- Proven experience building and managing a range of productive internal customer and external supplier relationships.
- Ability to manage a number of service portfolios with competing demands.
- Experience with site-based relocations and fit-out projects.
- Completion of a relevant tertiary qualification or other certification in disciplines applicable to this role.



- Highly developed written and communication skills including the preparation of reports.
- Ability to work independently and in a self-directed manner.
- A working knowledge of the Work Health & Safety Act & Regulations/Codes of Practice.
- Knowledge of relevant Australian Standards.

Required Compliance Documents

- Current drivers' license (*travel to Ruah offices, including regional sites, is an inherit job requirement*)
- National Police Certificate
- Covid immunisation in accordance with Ruah Policy.