

Position Description

Position Title: Facilities Officer	Classification: F03
Faculty/School/Office: Office of Facilities Management	Date Position Classified/Updated: November 2025

Purpose of the Position:

This position will be responsible for undertaking all repairs and maintenance related activities across the University. The position will also provide assistance and support with other maintenance requests from the University, included but not limited to furniture removal, setting up offices and undertaking other tasks as directed by management.

Reporting Relationship:

This position reports to the Maintenance Manager and has no direct reports.



Selection Criteria:

- A recognised trade certificate along with a minimum of four years' relevant work or mixed trades maintenance experience.
- Experienced in the use of relevant tools and equipment.
- Ability to work within a team environment and without supervision.
- Ability to deliver outcomes within required timeframes, meet deadlines and prioritise workload.
- Ability to inspect work areas, products, materials for conformity with established standards.
- Knowledge of Work Health and Safety requirements.

Desirable Criteria:

Previous experience in an education facility environment or similar.

Competency	Responsibility
Facilities Duties	• A Facilities Officer Level 3 is an employee who has the relevant trade related experience and works above and beyond a Facilities Officer Level 2, is able

	to exercise the skills & knowledge of the trade so as to enable the employee to perform within the scope of this level as follows: ○ Perform work under general direction either independently or within a team environment. ○ Understands, implements and monitors quality control techniques. ○ Works as a team Leader to those below Facilities Officer Level 3 ○ Application of trade at a higher technical level than that of level 2, i.e. understanding technical, building drawings, schematics, planning and tasks requiring technical knowledge etc ○ Provides trades guidance and assistance as part of a work team. ○ Assists in the provision of training in conjunction with supervisor. ○ Operates equipment incidental to their work. ○ Performs non-trade tasks incidental to their work. ○ Performs work which, while primarily involving the skills of the trade is incidental to the primary task and facilitates the completion of the whole task. Such incidental work would not require additional training. ○ Able to inspect products, work and or material for conformity with established standards and, ○ Has a minimum four (4) years work experience in the trade OR ● Holds a recognised trade certificate in another trade not associated with that of the field of work employed but can exercise the requirements (a) to (l) and has a minimum four (4) years work experience in the field of work employed.
Understanding of Quality Assurance	● Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. ● Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, University policy and to its quality assurance processes.
Understanding of Cultural Awareness & Sensitivity	● Staff will come into contact with University staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. ● Staff are encouraged to actively engage in ongoing professional development to strengthen their cultural awareness and sensitivity, recognising that this is a continuous learning process that supports an inclusive and respectful workplace.
Understanding of WHS Responsibilities	● Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. ● All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. ● Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.