

Position Description – Facilities Officer

Updated 19 February 2026

POSITION DETAILS	
College/Portfolio	College Medicine and Public Health
Organisational Unit	Discipline of Rural and Remote Health
Supervisor (Title)	Facilities Manager, Northern Territory
Classification	Higher Education Officer Level 5
Employment Type	Fixed-term, Full time

POSITION SUMMARY
<p>Working under general direction, the Facilities Officer provides a customer-focused front-line support service to students, staff and a wide range of stakeholders, to positively impact the customer experience and contribute to a welcoming, engaging and activated campus environment.</p> <p>The position is responsible for the day-to-day operations of rural campuses and student accommodation in their designated region including assistance with Work, Health and Safety (WHS) tasks and orientation to all users and visitors, monitoring and responding to student emails about accommodation, planning and carrying out inspections and student accommodation changeovers, maintaining inventory and purchasing office cleaning supplies for the campus and coordinating maintenance and servicing of region-based fleet vehicles.</p> <p>In addition, the Facilities Officer will assist with the coordination of contract management of contractors required for scheduled building and infrastructure maintenance tasks, reactive tasks and all miscellaneous repairs and facilities maintenance activities for Northern Territory facilities in alignment with the University's contractor management procedures. The position will also assist in preparing new and renewals of leases for student accommodation as directed.</p> <p>The position will be situated in Darwin.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; perform their responsibilities in a manner which reflects and responds to continuous improvement; and familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.

Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/ Ochre Card.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

Staff working in a health care setting are required to be fully vaccinated against COVID in line with the NT Health policy.

KEY POSITION RESPONSIBILITIES

The Facilities Support Officer is accountable for:

1. Providing operational support to rural campuses and student accommodation in the region under direction from the supervisor.
2. Assisting in the coordination of the management and renewal of contractors required for scheduled building and infrastructure maintenance tasks, reactive tasks and all miscellaneous repairs and facilities maintenance activities for rural Northern Territory facilities in alignment with the University's contractor management procedures.
3. Working with the facilities support officers across NT to ensure all work order tasks are closed off in a timely manner.
4. Assisting the Facility Manager with preparing new and renewals of leases for student accommodation in alignment with the University's procurement procedures.
5. Providing front of house service to staff, students, contractors and members of the public.
6. Providing Work, Health and Safety (WHS) orientation to all users and visitors to the building and coordination of security systems and key card/key access as required.
7. Assisting in the WHS operations of the campus and student accommodation under the direction of the supervisor.
8. Monitoring and responding to student emails about accommodation in the respective region and monitoring occupancy software to resolve issues relating to accommodation, plan and carry out inspections and changeovers in the region.
9. Assisting academic and professional staff to support student wellbeing by escalating problems to relevant staff as they arise.
10. Maintaining inventory and purchasing office supplies, services and cleaning supplies for the campus.
11. Coding facilities related invoices in the P2P (Purchase to Pay) system, Basware, ensuring appropriate approvals and supporting information is obtained for all transactions and familiarity of Flinders University's Financial Expense Delegations and Contractual Delegations.
12. Coordinating maintenance and servicing of region-based fleet vehicles and oversight of vehicle and facility bookings including room bookings and support for external partners.
13. Assisting with the administration and delivery of local special projects and functions as required.
14. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

Some out of hours work and intrastate travel will be required, a current NT Driver's Licence is essential.

KEY POSITION CAPABILITIES

- Completion of a degree qualification in a relevant field; or an equivalent combination of experience and/or education and/or training.
- Well-developed administrative and organisational skills including the ability to manage conflicting priorities and make independent and informed judgement on a range of matters
- Well-developed oral and written communication skills, including the ability to produce quality reports and correspondence.
- Demonstrated ability to work co-operatively with team members, to share information and ideas and to collaborate in achieving outcomes.
- Effective interpersonal skills and capacity to liaise with a wide range of internal and external stakeholders.
- Sound knowledge of contemporary administrative systems, software and practices, and an ability to interpret and apply a range of relevant policies and procedures within a large and complex organisation.
- Understanding of the implications of living and working in rural and remote environments.
- Experience of working in a University environment (desirable).