



Corporate Support & Facilities Officer

Position	Corporate Support & Facilities Officer
Team	Finance
Employment type	Fixed term contract until 30 September 2022
Hours	25 hours per week
Location	All sites
Reports to	CFO
Effective date	September 2021

About TaskForce

Since 1973, TaskForce has provided specialist support for people in serious need in Victoria. Our core services focus on addressing social issues of alcohol and other, unemployment, mental health and high risk taking behaviours, supporting our clients to transition back into “mainstream” services and supports. The people who access our services have experienced significant disadvantage or a crisis in their lives and as a result are prevented from reaching their potential.

TaskForce is committed to providing culturally safe, inclusive and accessible services and work environments where all individuals feel supported and affirmed. We aspire to work in solidarity and alliance with Aboriginal and Torres Strait Islander peoples and acknowledge them as the traditional owners and custodians of the land. TaskForce values diversity, inclusion and social justice and is dedicated to actively addressing discrimination and ensuring every individual is treated with dignity and respect. We honour and celebrate our differences and uniqueness in cultural and linguistic background, ethnicity, sex, gender identity, intersex status, sexual orientation, age, disability status, health status and religious or spiritual beliefs.

About the role

This position provides dedicated support across the organisation with a broad range of facilities, fleet and corporate services functions across all sites in line with TaskForce's strategy. Reporting to the CFO, you will be primarily responsible for providing administration and customer service support across facilities, fleet, asset management and property management functions. The Corporate Services and Facilities Officer role is part of the Finance Team.

Key Responsibilities

Facilities

- Coordinating effective and efficient maintenance programs (responsive and preventative) for TaskForce assets, properties, utilities and services
- Working closely with the People and Culture Manager to ensure premises comply with OH & S requirements
- Develop and maintain contracts relating to facilities, utilities & services utilised by TaskForce to ensure compliance
- Coordination of office fit out projects including allocation of works, inventory control compliance and communication with staff and contractors to support smooth delivery of projects
- Coordination of office relocations as required
- Develop, maintain, update, implement and monitor site manuals, policies and procedures relevant to the Client Experience as appropriate
- Support implementation of relevant software for maintenance management
- Liaise with contractors, including quotations, appropriate induction, coordination and communication of their work
- Coordinate and undertake building inspections and audits across all sites to identify long term maintenance requirements, health and safety issues and identifying any immediate maintenance items
- Coordination of the operational cleaning and security arrangements
- Coordination of Essential Service Maintenance requirements across all sites as required
- Actively identifying and implement continual improvement opportunities

Fleet Management

- Coordinate of servicing and cleaning of all TaskForce owned and leased vehicles
- Coordinate of the change-over of fleet including purchase of new vehicles and most effective off-load of expired fleet
- Coordinate the maintenance of the fleet ownership spreadsheet
- Coordinate the preparation and review monthly fuel usage invoice and expenditure reports, card management
- Coordinate fleet insurance process (coordination of insurance claims, follow-ups, repairs, invoicing, reallocation of vehicles)
- Coordinate management of toll charges and associated accounts
- Ensure quarterly vehicle inspections for all fleet vehicles are completed and recommendations are implemented

Corporate Services

- Provide ICT related support including keeping ICT hardware/software inventory up-to-date and arranging replacement and repair of equipment when required

- Coordinate the allocation and stocktake of IT office supplies (including stock levels and purchasing) as guided by the Assistant accountant
- Support the staff onboarding and exit process by allocating ICT hardware, phones and cars to new employees and collecting equipment on departure
- Conduct site inspections to assess fit for purpose and identify (and remedy) hazards and/or defects
- Organise the movement of equipment and furniture at sites as directed
- Other duties as required

Qualifications

- A relevant qualification will be highly regarded.

Skills and Experience (Key Selection Criteria)

- Previous experience within property, facilities or fleet management.
- Excellent customer service and administrative skills.
- Proficiency with computers and industry-related software.
- Highly developed communication and interpersonal skills.
- Strong organisational skills with the ability to set priorities and manage multiple deadlines.
- Demonstrated understanding of OHS and other relevant legislation
- Highly developed communication and interpersonal skills, especially with people from a wide range of backgrounds.

Essential Requirements

- Empathy for those whose lives have been affected by problematic alcohol and other drug use/ and or mental health disorders.
- Possession of a current Victorian Driver's License and willingness to travel across South East Melbourne.
- Eligibility to work in Australia.

Terms and Conditions

- Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.
- As an organisation with public benevolent institution (P.B.I.) status, TaskForce offers all staff the opportunity to take up generous Salary Packaging.
- Undergo a Police Check and a Working with Children Check. Offers of employment are subject to the results of these checks.
- Hold a current driver's license.
- Familiarise themselves with, and observe all TaskForce business, community, therapeutic and human resources policies, procedures and practices.
- Follow TaskForce's codes of employee conduct, promote the interests and reputation of the agency and refrain from acting in way that would conflict with the best interests of TaskForce.

Our values



Client centred

We strive to support our clients and their extended networks to change their circumstances. We will collaborate so that our full range of services and supports are wrapped around them enabling each to reach their full potential.

Innovation and best practice

We will be cutting edge in all that we do leading to evidence-based best practice within the sector. Our people will be passionate and motivated to make a difference.



Thought leadership

We are committed to addressing the tough moral challenges faced and sensitivities that abound in our sector, leading consequent debate and adapting as broader positions held by society evolve.



Honesty and integrity

We do our utmost to communicate openly, honestly and respectfully. We collaborate and share accountability with colleagues and clients alike. We acknowledge that as we learn, mistakes may be made but that this learning will make us stronger.



Trust, respect and self care

We collaborate to create a work environment built on trust and respect where our people and consortium partners are supported and challenged to lead best practice. We recognise that responsibility for self-care is also a foundation to achieve excellence in the services we deliver.