



**Australian Government**  
**Australian Commission for  
Law Enforcement Integrity**

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## INFORMATION FOR APPLICANTS

<b>Reference No:</b>	PN1116
<b>Title:</b>	Facilities Officer
<b>Classification:</b>	APS Level 4
<b>Employment Type:</b>	Ongoing Full-time / Part-time
<b>Location</b>	Canberra / Sydney
<b>Hours per week:</b>	37.5hrs Full-time / Part-time hours as agreed
<b>Salary:</b>	Full-time: \$65,386 to \$70,998 p/a Part-time: salary pro-rated based on hours worked Plus \$1,705 Service Allowance p/a
<b>Branch:</b>	Corporate Services and Governance
<b>Security Requirements:</b>	Negative Vetting Level 2
<b>Supervisor:</b>	Assistant Director Security and Property
<b>Closing Date:</b>	31/01/21 (11:59pm)
<b>Contact Officer:</b>	Dr A (Gus) Taloni

### **The Australian Commission for Law Enforcement Integrity**

The Australian Commission for Law Enforcement Integrity (ACLEI) is an independent agency within the Attorney-General's Portfolio, established to support the Integrity Commissioner in carrying out his or her responsibilities for detecting, investigating and preventing corrupt conduct in Australian Government agencies with law enforcement functions. The Integrity Commissioner has extensive powers, including the ability to hold coercive hearings, and ACLEI investigative staff are able to use a range of law enforcement powers to assist in the Integrity Commissioner's investigations.

## About the Role

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The Facilities Officer works under direction from the Assistant Director Security and Property as part of a small team responsible for ACLEI's property and security functions. Key responsibilities of this position include:

- Manage day to day operations of ACLEI's property and maintenance functions including:
  - Coordinating staff facility requests
  - Coordinating and collecting building and office asset information
  - Emergency management & WHS requirements
  - Consulting with internal and external stakeholders
  - Coordinate and manage contractors working in ACLEI premises
- Liaise with Building Owners and ACLEI's infrastructure maintenance services provider (currently Ventia) on all property and facilities issues, including the annual maintenance program
- Manage minor work projects related to office fit outs, staff relocations, storage and furniture, fixtures and fittings
- Manage the procurement of facilities supplies and services including stationery, office supplies and other consumables.
- Undertake asset stocktaking and disposal processes.
- As a member of the Security and Property team, assist with the security function as required.

## Key Requirements of Role

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The successful candidate will demonstrate the following capabilities:

### **Analytical skills and sound judgement**

- applies research, interpretation and problem solving skills to own work area, seeking advice as necessary
- applies independent thinking and common sense in decision making

### **Ability to achieve results**

- contributes to setting work area goals and responds flexibly to changing requirements
- demonstrates strong organisational skills and, if appropriate, the ability to effectively supervise, coach and develop others in the delivery of work
- applies and promotes workplace diversity and occupational health and safety principles in delivering the work of the area

### **Ability to develop productive working relationships**

- works cooperatively with others and models team player behaviour
- demonstrates sound client service skills

- treats others with respect and courtesy and values different ideas and approaches

### **Demonstrated personal drive and integrity**

- adheres to and promotes the APS Values and Code of Conduct
- takes responsibility for outcomes of own work area and learns from mistakes
- displays initiative and demonstrates commitment to enhancing own skills

### **Ability to communicate effectively**

- ensures oral and written communication is clear and concise
- listens actively to others and responds appropriately
- puts forward ideas and considers and encourages the views of others

## **Diversity and inclusion**

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ACLEI is a small, friendly and inclusive workplace, promoting the APS Values and collaboration both within the agency and with our business partners.

We encourage applications from the diverse Australian community including Aboriginal and Torres Strait Islander people and people with disability, people of all ages and those from culturally and linguistically diverse backgrounds.

We will accommodate all requests for reasonable adjustment for people with disabilities to assist in the application process and if successful, the inherent requirements of the position.

If you have an individual requirement that needs to be accommodated in order to participate in an interview, please indicate this on your application cover sheet or advise the contact officer.

### **How to apply**

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Please provide a concise statement of claims no more than two pages outlining your relevant skills and experience. No selection criteria is required to be addressed, however when framing your response, please ensure you adequately address the key requirements of the role.

Your application must include:

- A completed application cover sheet - (available on the [ACLEI website](#))
- Concise statement of claims no more than 2 pages
- Current CV with a maximum of 3 pages
- Your personal details including the details of at least two recent referees
- Please submit applications by the closing date and time electronically to [recruitment@aclei.gov.au](mailto:recruitment@aclei.gov.au).

### **Eligibility**

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Employment with ACLEI is subject to the following conditions:

- **Citizenship** – applicants must be an Australian Citizen.
- **Security Clearance** – this is a Designated Security Assessment Position (DSAP). The occupant of this position will be required to undergo and maintain a security clearance at the Negative Vetting Level 2.

- **Police check** – Successful applicants are required to undergo a mandatory Australian Federal Police Check.
- **Probation** - A probation period will apply to any ongoing employment engagement.

## **Employment Agreement**

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All terms and conditions for employment at ACLEI can be found in our [Enterprise Agreement](#).

## **Privacy**

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Information supplied for this selection process will be used for selection purposes only and can be used for a period of 12 months from advertising. Files will be stored electronically and accessed by the human resource team, hiring managers and selection panel members.