POSITION DESCRIPTION

Directorate:	Education
Division:	Infrastructure and Digital Services Branch
Business Unit:	School Facilities Management, School Infrastructure Management
Permanent/Temporary:	Temporary
Position Number:	P27494 & P09429
Classification:	Infrastructure Officer 2 (IO2)
Position Title:	School Infrastructure Management Compliance Officer
Location:	Hybrid working arrangements based at 220 London Cct
Immediate Supervisor:	Assistant Director, School Infrastructure Management
Last Reviewed:	March 2026

DIRECTORATE OVERVIEW

The Education Directorate delivers quality public school and early childhood education to shape every child's future and lay the foundation for lifelong development and learning. We deliver high quality education across more than 90 public schools educating more than 50,000 students from early childhood through to year 12. Our workforce consists of more than 8000 staff, including 7200 school-based staff.

We also regulate the early childhood sector and register non-government schools in the ACT. More information on the Directorate can be found here.

The Directorate operates within a 'One ACT Government' framework to facilitate the implementation of whole-of-government priorities and initiatives. The ACT Government's vision for the Territory is embodied in the following strategic themes – quality health care; a fair and safe community; excellent education, quality teaching and skills development; a strong dynamic economy; a vibrant city and great neighbourhoods; a sustainable future; and high-quality services.

DIVISION OVERVIEW

The major responsibilities of the Infrastructure and Digital Services Group are:

- Provision of strategic advice to the Minister and the Directorate;
- Promotion of a strong and collaborative culture through effective communication and links with internal and external partners and the broader community; and
- Provision of enabling and supporting services, within: Digital Strategy, Services and Transformation; Asset Management and Delivery and School Facilities Management (including small to medium capital upgrades, coordination and delivery of repairs and maintenance and the School Cleaning Service).

The Infrastructure and Digital Services Group (IDSG) includes three branches: Digital Strategy, Services and Transformation (DSST), Asset Management and Delivery (AMD) and School Facilities Management (SFM).

BUSINESS UNIT OVERVIEW

The School Facilities Management (SFM) Branch is responsible and accountable for the overall management and delivery of infrastructure and building related services to ACT public schools, including the Asset Renewal Program, Repairs & Maintenance (including hazardous materials remediation) and Corporate Asset Services as well as the School Cleaning Service (SCS) and Building Services Taskforce.

The Branch is critical to the delivery of education services to the children and young people of the ACT, ensuring that our schools remain safe and welcoming environments for our students, staff, visitors, and community users of our schools.

Services are delivered by a valued, diverse and skilled workforce responsible for ensuring schools are modern, well maintained and presented in a manner that demonstrates a professional and safe learning environment for students, staff and visitors.

POSITION OVERVIEW

The School Infrastructure Management (SIM) Compliance Officer supports the delivery of compliance, facilities management and infrastructure services across ACT public schools. Working within the Education Facilities Team, the position assists in the implementation and monitoring of compliance programs, supports contractor and consultant activities, and undertakes administrative and operational tasks that contribute to the safe, efficient and compliant management of school facilities and assets.

Working under the direction of the IO3 Compliance Manager, the role assists with compliance monitoring activities, site inspections, contractor coordination, records management, and the maintenance of compliance registers and corporate information systems. The position supports the identification, tracking and resolution of compliance-related matters across a range of infrastructure and facilities management activities, ensuring accurate documentation and timely follow-up of actions.

The SIM Compliance Officer works closely with Education Facilities Officers, contractors, consultants, school representatives and internal stakeholders to support compliance obligations, facilitate infrastructure works and contribute to the delivery of maintenance, asset management and capital improvement programs. The role provides operational support through the preparation of correspondence, reports and compliance documentation, and contributes to the continuous improvement of systems, processes and record-keeping practices.

The position requires well-developed organisational and communication skills, attention to detail, and the ability to manage competing priorities within established policies, procedures and timeframes. A sound understanding of facilities management, maintenance, construction, compliance administration or asset management environments is desirable, together with the ability to interpret and apply relevant legislation, standards, policies and procedures.

The role requires a working knowledge of ACT Government policies and procedures, including procurement, records management and infrastructure-related compliance requirements. The successful occupant will demonstrate the ability to research, interpret and apply legislation, regulations, codes of practice, technical standards and Directorate policies relevant to the management and operation of school infrastructure and facilities.

The SIM Compliance Officer reports to the IO3 Compliance Manager and works under the broader direction of the Senior Director, School Infrastructure Management. The position assists the Compliance Manager and Senior Director with compliance, infrastructure and facilities management activities as required.

Refer to the Infrastructure Officer 2 Work Level Description for further details.

DUTIES / RESPONSIBILTIES

In accordance with Directorate Policies:

1. Assist the IO3 Compliance Manager to monitor compliance activities across education facilities and infrastructure programs, including undertaking routine site inspections, collecting information and reporting identified issues.
2. Support contractor and consultant management activities by maintaining records, monitoring actions, coordinating access requirements and assisting with the resolution of routine issues.
3. Maintain accurate project, compliance and facilities records within TRIM and other corporate systems in accordance with Directorate requirements.
4. Assist with the preparation of reports, correspondence, briefing material and compliance documentation relating to maintenance, facilities and infrastructure activities.

5. Monitor and update compliance registers, databases and tracking systems to support effective management of contractor performance, inspections and maintenance activities.
6. Liaise with schools, contractors, consultants and internal stakeholders to facilitate infrastructure works and support the effective delivery of facilities services.
7. Assist with invoice processing, purchase orders, record keeping and other administrative activities associated with the delivery of facilities and infrastructure programs.
8. Participate in site meetings and inspections and support the implementation of workplace health and safety requirements across school infrastructure projects.
9. Contribute to continuous improvement activities by identifying opportunities to improve processes, documentation and information management practices.
10. Undertake other duties appropriate to the classification as directed.

SELECTION CRITERIA

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Demonstrated experience providing operational, administrative or project support within facilities management, infrastructure, construction, maintenance, asset management or a related environment. Ability to assist with compliance activities, site inspections and contractor coordination.
2. Demonstrated ability to manage competing priorities, maintain accurate records and meet deadlines while working within established procedures and guidelines.
3. Experience maintaining records, databases and information systems, including proficiency in Microsoft Office applications and an understanding of records management requirements. Experience using TRIM or similar systems is desirable.
4. Well-developed written and verbal communication skills with the ability to prepare routine correspondence and reports and establish productive working relationships with schools, contractors, consultants and internal stakeholders.
5. Demonstrated ability to work collaboratively within a team environment, exercise initiative and judgement appropriate to the role, and contribute positively to organisational outcomes while supporting Directorate values and workplace health and safety requirements.

MANDATORY REQUIREMENTS

- Hold a relevant professional qualification in Engineering, Architecture or Project Management or accreditation with a professional body recognised within Australia; or hold a relevant building degree; or
- Significant building or infrastructure knowledge and/or project management experience.

RELEVANT SKILLS AND ABILITIES

Desirable:

- Possession of a ‘white card’, Silica Training, Asbestos Awareness Training certificate and Working with Vulnerable Persons Card or willingness to complete the required training.
- Knowledge of ACT Government procurement, compliance or records management processes.
- Experience conducting site inspections and liaising with contractors and school-based stakeholders.
- A current Drivers licence.

HOW TO APPLY

Please submit a one-page pitch outlining your skills, experience and interest in the role, a current resumé and details for two referees. Please ensure referees have a thorough knowledge of your work performance and outlook. Please

ensure that one of the referees is your current or immediate past supervisor. You should also be aware you may be asked to provide further referees.

Note: An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	**FREQUENCY**
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never
STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Occasionally
Rostered shift work	Never
SOCIAL DEMANDS	**FREQUENCY**
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally
PHYSICAL DEMANDS	**FREQUENCY**
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally
MANUAL HANDLING	**FREQUENCY**
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally
TRAVEL	**FREQUENCY**
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally

Frequent travel – interstate	Never
SPECIFIC HAZARDS	**FREQUENCY**
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never
OTHER	**FREQUENCY**
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally