



# Role Statement

Role title	Facilities Management Supervisor	Classification	AS06
Branch	Business & Engagement Services	Type of Appointment	Ongoing
Section	Electorate Services	Position Number	P37498
Approved by	Director Business & Engagement Services	Date	19 March 2026

## Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

## Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.  
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

## Who we are



### Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



### High Performing

We are known for achieving successful and timely outcomes.



### Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



### Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



### Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

## What we are known for

*A world class Treasury and Finance.*  
*A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.*

## Branch/Section

The Business and Engagement Services Branch is a multi-disciplinary branch that delivers a range of corporate capabilities to the Department of Treasury and Finance (DTF). These services include Strategic Communications and Engagement, Facilities, Governance, Risk and Assurance and Electorate Services.

Electorate Services provides a range of services to Members of Parliament in the areas of human resources, safety and wellbeing, accommodation, security, procurement and financial management. Electorate Services also oversees the management of the Ministerial chauffeur service.

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## What this role is responsible for

- Coordinating the relocation and fit out of Electorate Offices in consultation Across Government Facilities Management Arrangement (AGFMA) Facilities Managers, contractors and Government agencies, taking into consideration requirements of individual Members
- Providing logistical support for accommodation relocations, coordinating contractors and establishing telecommunications requirements
- Ensuring compliance with relevant statutory, legislative and council requirements through liaison with the Development Assessment Commission, state and local government authorities
- Inspecting, evaluating and providing recommendations on proposed accommodation options in conjunction with DIT Across Government Leasing - Property Directorate, Facilities Managers and individual Members of Parliament
- Coordinating the salvage of surplus goods in accordance with agency and Whole of Government Policies
- Preparing and implementing the minor works and programmed maintenance budgets and providing regular briefings and reports on the status of maintenance expenditure
- Coordinating the purchase and maintenance of telecommunications systems in Electorate Offices
- Assisting with purchasing and implementing electronic and physical security systems for Electorate Offices and Ministerial residences, in consultation with the Police Security Services Branch (PSSB), including security system alarms, faults and programmed maintenance
- Implement, review and maintain the Electorate Office programmed maintenance schedules, including plant and equipment, cleaning and ground maintenance
- Ensure that Electorate Office accommodation and facilities comply with WH&S and other legislative requirements

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## Who this role reports to

- Manager, Accommodation, Security and WH&S

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## Key Relationships/Stakeholders

- Members of Parliament and their staff
- Department of Infrastructure and Transport (DIT) – Leasing and maintenance teams
- SAPOL Police Security Services Branch (PSSB)
- Contractors
- Electorate Services team members
- Parliament House staff

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## Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- This role requires:
  - Nationally Coordinated Criminal History Check
  - Working with Children Check

## OFFICIAL

- Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
  - Other:
  - Some out of hours work may be required. Intrastate and interstate travel may be required.
  - The incumbent will be required to participate in the Departmental Performance Management Program.
  - The incumbent may be required to be assigned to other positions at the same remuneration level across the department.
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### Essential Expertise

- Strong interpersonal and written communication skills, with the ability to apply tact and discretion when dealing with diverse stakeholders at all levels of seniority across the public and private sector, including parliamentarians and their staff
- Ability to work under limited direction, with demonstrated planning and coordination skills to deliver efficient and professional services on time within a dynamic environment that has conflicting priorities and projects with competing expectations and deadlines
- Strong analytical and problem solving skills, with initiative to devise and implement new solutions
- Demonstrated experience in dealing with politically sensitive issues while maintaining a high level of confidentiality at all times
- Proven experience in managing minor works projects, including construction, office fit outs and relocations
- Proven experience in successfully providing a comprehensive range of coordinated and cost effective accommodation, facilities management and procurement services
- Sound knowledge of Government office accommodation, facilities management and procurement guidelines, processes and procedures
- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

### Desirable Expertise

- Experience working with DIT AGFMA facilities management job lodgement procedures and systems
- Experience working in a support services environment and responding to building-related breakdown issues