



**SOUTH BURNETT
REGIONAL COUNCIL**

Employment Opportunities

FACILITIES MANAGEMENT OFFICER (KINGAROY)

Permanent Full Time

\$69K - \$74K per annum + Allowances + Super

Council is seeking an Officer to oversee and coordinate the implementation of Council's facilities management administration function across the region. This position will develop and maintain Tenancy Registers and update policies, strategies, and plans in relation to the use of Council owned and occupied property, assist in the preparation of rental/tenancy agreements in accordance with legislative requirements, and coordinate council maintenance contracts. The successful applicant will have proven experience working with both the financial and legal aspects of property management, have research and analytical problem solving skills and well developed communication and interpersonal skills, as well as the ability to work under pressure, and meet deadlines.

MANDATORY:

- Minimum requirement of a current C Class driver's licence

DESIRABLE:

- Tertiary qualification in a relevant field (i.e., Business Management).
- Certificate/ Diploma in Project Management or Contract Management.
- Certificate III in Local Government Administration.

BENEFITS INCLUDE:

- Work/Life balance (9 Day Fortnights Roster)
- Up to 12% employer superannuation contribution
- Access to Salary Packaging Benefits, Corporate Memberships and Health and Wellbeing programs

Your application must include:

- A cover letter including statements addressing the key selection criteria (these and tips to complete are available on our website)
- Current resume
- Copies of your tickets, licenses and qualifications that are listed on the position description.

To find out more about this position and how to apply go to **www.southburnett.qld.gov.au**.

Information can also be obtained by contacting People & Culture on 07 4189 9100

APPLICATIONS CLOSE 4:00PM FRIDAY, 26 MAY 2023