

Position Description

Position Title	Contract Officer (Facility Management)
Position Number	P0000017
Directorate	Infrastructure
Business Unit/s	Facilities, Projects & Assets
Reports to	Service Lead Facility Management
Classification	IWA - Level 8

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 249,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:



Approachable

We are welcoming, respectful and work collaboratively towards our shared goals.



Responsive

We understand our Community needs and are proactive to achieve positive outcomes.



Transparent

We approach work with integrity and are open in our interactions.



Innovative

We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.

Reporting Relationships

This position reports to Service Lead Facility Management and manages a team of two

Position Overview

Co-ordinate the facility maintenance of City buildings in accordance with legislative requirements, NCC, occupational health and safety policies and practices and maintenance standards. The role requires the development of contract documents and schedules and management of contractors as well as a proactive stakeholder engagement with business units, building users and contractors.

Position Objectives

- Lead, procure, plan and manage over 30 facilities maintenance contracts including; procurement, compliance, scopes of work, schedules, contract administration, cost estimation, evaluation, risk, work health and safety, quality, performance, stakeholder engagement, and communications.
- Manage and facilitate regular contract reviews to ensure opportunities for improvement are identified.
- Develop and maintain all routine services schedules.
- Ensure routine maintenance activities on leased and licensed facilities are undertaken in accordance with these agreements.
- Develop, review and analyse the annual routine building maintenance budget, monitor and report on expenditure and verify accounts for payment
- Prepare, request for quotations (RFQ's) including, scope of works for minor building maintenance projects.
- Coordinate and manage the Facility Maintenance Officers (Routine) to ensure all routine building maintenance activities are actioned in a timely manner to schedule and all legislative and contract requirements.
- Supervise and support staff performance and development through regular coaching, training, workforce planning and performance review processes, ensuring team capability, accountability and alignment with organisational objectives.
- Identify, develop, and implement strategies, policies, systems and procedures to manage the provision of building maintenance services to the City's buildings, to enhance business unit performance and continually identify key opportunities and/or gaps in service provision.
- All other duties as directed by the Service Lead Facility Management.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter

- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level	
Bachelors degree in Facilities Management, Property Management, Construction Management or a related field.	Desirable
Knowledge, Skills, Experience & Abilities	
Ability to consistently demonstrate the behaviours as outlined in the City of Stirling Competency Framework in accordance with Cluster descriptors relevant to the position.	Essential
Minimum of five years experience in facilities management	Essential
Proven ability to draft, negotiate and manage a large portfolio of contracts and service agreements within the facility management industry.	Essential
Excellent written and verbal communication skills, with the ability to interact effectively with a range of stakeholders including senior management, contractors and external vendors.	Essential
Demonstrated experience in managing contract relationships, including performance evaluation, issue resolution and adherence to key performance indicators.	Essential
Demonstrated experience in developing, managing and reporting on budgets related to facilities management contracts.	Essential
Proven ability in preparing schedules, specifications and cost estimates for works and routine contracts.	Essential
Experience and knowledge of relevant laws, regulations and standards pertaining to facilities management, work, health and safety, building codes and environmental standards.	Essential
Sound knowledge in the functions and structure of Local Government or similar multi-disciplined organisations.	Desirable
Demonstrated ability in leading a team and managing performance inclusive of; recruitment, development and training, performance management, disciplinary and grievance handling and workforce planning.	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date 16 June 2026	Officer	Manager Facilities, Projects & Assets