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| **Position Title** | Move Services Assistant |
| **Group/Portfolio** | Campus Life |
| **Classification** | HEW Level 2 |
| **Position Number** | 00061446 |
| **Reports To** | Operations Coordinator Administration (Northern Campus) |
| **Employment Type** | Continuing |

## Position Purpose

## To ensure the safe set up and removal of furniture and items throughout the campuses including transferring items across the campuses, assistance with event set ups and storage of associated equipment and furniture.

## Eligibility Requirements

* + - Physical ability to move furniture safely
    - Knowledge of manual handling techniques
    - Current Class C driving licence

## Key Responsibilities

* + - Move, transfer and replace furniture as required within campuses
    - Set-up and remove furniture and other equipment for functions and events including exam periods
    - Place furniture and equipment within the appropriate areas
    - Provide basic assistance as required within the Facilities Management team
    - Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
    - Ensure compliance with relevant manual handling policies and procedures and role model good practice in relation to the same.
    - Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework).