



Contracts & Compliance Officer - Facilities

Job No: 1600
Location: Regional
Level: WDRC Non-Operational Staff Certified Agreement Grade 2
Status: Permanent/Full Time

Western Downs Regional Council has been awarded the Large Employer of the Year award at the Darling Downs South West Region Queensland Training Awards for 2019, 2021, 2022, 2023 and 2024.

Be part of a team that make a real difference within the communities we serve. Our mission drives us, and we want you to be part of the journey.

Experience Western Downs It's the people that make it

This Position Location is Regional and can be based in either Dalby, Chinchilla, Jandowae, Miles, Tara or Wandoan

The Opportunity

The Contract Compliance Officer - Facilities is responsible for monitoring contractor compliance across Facilities service agreements and contracts, maintaining compliance records, supporting performance reporting, and providing administrative support to assist the effective delivery of Facilities services.

This role encompasses a range of duties and responsibilities which may vary as directed by Council. The key ones include:

- Monitoring contractor compliance against contract requirements, service standards, legislative obligations, and Council policies.
- Maintaining contractor compliance records, including licences, insurances, certifications, qualifications, and other mandatory documentation.
- Assisting with the monitoring and reporting of contractor performance, Key Performance Indicators (KPIs), and service outcomes.

About Yourself

Suitability for this position will be based on experience, application, achievement, and potential in the following critical competencies as they relate to the key responsibilities for this position.

Proven/Demonstrated experience in:

- Developing and maintaining effective working relationships with internal and external stakeholders through strong written and verbal communication skills.
- Using Microsoft Office Suite products and other corporate systems to maintain records, analyse information, and prepare reports and correspondence.
- Reviewing information with a high level of attention to detail to identify non-compliance, discrepancies, and potential risks.
- Working independently and exercising initiative to investigate issues, gather information, and recommend appropriate actions.
- Prioritising and managing competing tasks to meet deadlines and organisational requirements.
- Analysing information, solving problems, and making sound decisions within established procedures and guidelines.

The Benefits of Working for WDRC:

Work / life balance

We understand the importance of balance. Enjoy flexible work arrangements and wellness programs designed to keep you at your best.

Superannuation

In addition to your annual salary, Council will contribute twelve (12) per cent, including the superannuation guarantee contribution.

Growth Opportunities

We invest in your growth. Whether it's skill development, mentorship, or career advancement, we've got you covered.

Access to Corporate Health Plan

Take care of yourself and join one of our Corporate Health Plans to improve life.

Health & Wellbeing program and Mental Health Support

Change your lifestyle and live better with healthy ideas. Be your best possible self with provided support and information.

Access to free Employee Assistance Program & confidential counselling

Reach out to someone confidentially if you are experiencing any concerns or problems.

Salary Packaging Available

Restructure your salary to work for you to pay for everyday living expenses such as Motor Vehicles, Superannuation, Remote Area Housing (Rent), Fuel, Gas and Electricity.

Allowances Available (if applicable)

Allowances such as Locality Allowance may be applicable to your position.

Leave Loading

You will receive 17.5% leave loading on top of your base rate of pay, while you are on Annual Leave.

Uniforms and PPE

Uniforms and Personal Protective Equipment (PPE) provided.

Job security in a local government position

Feel secure working for an organisation who believes in strong foundations of respect, balance, communication, teamwork, accountability and leadership.

Relocation Assistance

Relocation assistance of up to \$5,000 may be provided to the preferred candidate if relocating to the Western Downs Region.

Living & Working in the Western Downs:

[Experience Western Downs](#)

If you are looking to join an innovative and dynamic company, that provides staff with a work life balance and opportunities for growth with state of the art mentoring from professionals within its team, this may be the role for you. Be part of the community you serve. **TOGETHER WE MAKE A REAL DIFFERENCE.**

Applications close at 5.00pm AEST on Wednesday 21 October 2026

Additional Information

The recruitment process may include candidates undergoing a pre-employment medical including drug and alcohol testing.

WDRC reserves the right to close or withdraw vacancies before the advertised closing date, or extend the closing date, without prior notice.

Applicants must have the legal right to work in Australia. Applicants who hold a valid Australian work visa are encouraged to apply.

How To Apply

To view the position description please click the Job Attachments tab, located next to the Advertisement tab at the bottom of the page. If you wish to be considered for the position, click the Apply button and complete your application as required.