

CLASSIFICATION: Band 7
OCCUPANT: Vacant
DATE: August 2024

POSITION CONTEXT & OBJECTIVE(S):

To efficiently and effectively manage the organisation's building strategy and services, facilities management and property management functions including service contracts, leases and licences, building and other related infrastructure assets maintenance and renewal, and Port and Rivers administration.

To advise, support and provide internal service provision to other organisational areas with matters related to service contracts, property management, and building and related infrastructure assets.

To lead and coordinate the delivery of scheduled and unscheduled building maintenance and the building renewal program, and to facilitate and deliver those projects and activities within agreed timelines and allocated budgets.

KEY RESPONSIBILITIES AND DUTIES:

1. Provide leadership and supervision to the Facilities Team.
2. Ensure allocated projects are completed on time, within budget, and in accordance with specified standards according to the Council Plan, Service Plans and Building Asset Management Plan.
3. Provide regular reporting on buildings related capital works and maintenance projects.
4. Oversee the installation, inspection, and maintenance of Essential Safety Measures program and related contacts and activities.
5. Maintain legislative compliance for Council's buildings in areas such as fire systems, evacuation diagrams, asbestos labelling, hazmat reporting, and RCD testing.
6. Carry out building inspections and record data relevant to building assets and elements, lifecycle costs, and OH&S requirements.
7. Work in collaboration with all areas of Council with responsibility for community buildings, providing high level advice to minimise service disruptions for service providers.
8. Prepare Council briefings and reports to enable Council to make informed decisions.
9. Provide advice to service managers on building maintenance and renewal matters, and building services and waste contact matters.
10. Manage property leases and licenses, and the compliance of tenants against existing agreements, including maintenance and insurance responsibilities, and land manager/owner consents.
11. Develop, manage and seek to continuously improve contracts in relation to the management of property assets, including maintenance, cleaning and security.
12. Provide oversight on contract administration matters across all Council's service contracts, including waste, cleaning, security, ESM and other contracts.
13. Manage the procurement cycle to ensure that goods and/or services are provided, or works are delivered in accordance with the relevant contract and agreements.
14. Ensure both the legislative requirements and council procurement policies are followed and a successful value for money outcome is achieved.
15. Develop, monitor and review budgets and expenditure in accordance with organisational guidelines and as required by the Manager.
16. Respond with a high level of customer service when dealing with enquiries and requests from the public and staff
17. Ensure all activities undertaken by the Facilities Team are in compliance with statutory requirements and Council policy
18. Provide an effective, efficient and timely service to all customers, whether internal or external.
19. Undertake other related activities as directed by the Manager Strategic Assets, Property & Projects, or the Building Services Coordinator.
20. Contractor and Trades Supervision – Implementing the works required including obtaining quotes, assessing tenders, raising work orders, managing site access, ensuring compliance with regulations and standards, supervising works and authorising payments.
21. Undertake the administration of activities in relation to Council's management of the Port and River's Infrastructure, including maintaining effective working relationships with relevant state government contracts and entities.
22. Implement Council's Asset Management Strategy in relation to Building's and Facility assets.

KEY SELECTION CRITERIA:

Applicants should address the following in their applications:

1. Appropriate tertiary qualifications and or/ extensive experience in Contract Management, Project Management and/or Facilities Management, Asset Management and Property Management.
2. Leadership experience managing a team.
3. Demonstrated high level of understanding the delivery of asset management activities, a program of works, property management and contract management within a Local Government framework.
4. Ability to maintain ethical standards, confidentiality and provide a consistent high level of customer service.
5. Sound knowledge of budget management and relevant procurement procedures.
6. Well-developed internal and external communication networks.
7. Knowledge of community risk, community safety, OHS and related issues.
8. Demonstrated competence in writing reports, preparation of correspondence and verbal communication

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records):

YES

The incumbent must have and maintain a Working with Children Check:

NO

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Manager Strategic Assets, Property & Projects
Supervises:	2 x Building Services & Strategy Officers; Building Maintenance Officer; Contract, Waste and Building Services Officer; Senior Building Services and Strategy Officer and Property Officer.
Internal Contacts:	All Council Staff
External Contacts:	Statutory & service authorities, Contractors, Consultants, counterparts in other Councils and Organisations and Member of the public.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

This position is directly responsible to the Manager Strategic Assets, Property and Projects to:

- Be accountable for ensuring all projects and services are delivered in accordance within agreed budgets
- Accountable for delivering the building renewal program and other related capital works program within agreed timeframes each financial year.
- Accountable for the quality, efficiency and effectiveness when delivering projects and services within the responsibility of the Facilities Team.
- Accountable for monitoring and raising any unforeseeable issues that may arise during the course of project and service delivery that may impact budget, timeframes, safety, or have political implications with the relevant senior officer, and seek to provide solutions as and where possible.
- Administer, record and maintain the integrity of the Facilities Team activities, including providing data to strategic assets team for updating in the asset management system, and ensuring up to date information in the lease register.
- The freedom to act is governed by legislation, Council policies, procedures, the objectives and budget of the section with regular reporting to Manager, Infrastructure Services.

JUDGEMENT AND DECISION MAKING:

- Required to develop and implement processes, procedures and policies.
- Problem solving with the ability to make clear, thought out decisions, and knowing when to escalate to Management.
- Perform necessary inspections and investigations to make recommendations in regards to the Council buildings and

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COORDINATOR FACILITIES

- other related assets for programming and budgeting purposes.
- Required to make immediate decisions to ensure the safety and wellbeing of staff and customers.
- Exercise initiative and responsibility in the programming of works and the management of contracts.
- Maintain appropriate records and participate in decision making about related matters where applicable.
- Guidance and advice is usually available within timeframes to make a choice if required

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- High level of skills and knowledge in the areas of contract management, building services including maintenance and renewal activities.
- Sound knowledge of budgeting and procurement procedures.
- Sound knowledge of asset management.
- An understanding of the long term goals, objectives and policies of Council
- Knowledge of community risk, community safety and emergency management related issues.
- A good understanding of the legislation and regulations relating to buildings and property management issues.
- Developed skills in the use of personal computers and related software, budget development and management and understanding of the long term goals of Council.
- High level skills with the ability to supervise and negotiate with trades and building service contractors.
- Developed skills in procuring and administering contract documentation for service and panel contracts.
- Developed skills in implementing strategies that establish best practice for maintenance of Council buildings.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to effectively plan, organise and manage time to achieve targets and objectives within a set of timeframe.
- Ability to establish effective working relationships with other staff and develop into a customer focused team.
- Ability to effectively manage and establish rapport with external consultants.
- Ability to understand and implement the Council's personnel practices including E.E.O. and O.H. & S. legislations.
- Ability to support staff in their role and responsibilities.
- Ability to analyse and make informed decisions on a day-to-day basis.
- Ability to initiate and respond positively to change.
- Ability to manage time, set priorities and plan to achieve specific objectives.
- Ability to budget and manage resources.
- Ability to provide subordinates with direction, leadership and to set a good example.
- Ability to work under pressure and meet defined time frames.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Demonstrated ability to be an integral part of a team oriented approach with an ability to work harmoniously and creatively with other team members.
- Develop rapport with external organisations and facility users.
- Develop both internal and external communication networks to further Council's business interests and identify best management techniques and technologies.
- Liaise with counterparts within the industry and all levels of Council staff to exchange views and resolve problems.
- Demonstrated competence in writing reports, prepare correspondence, and prepare plans and verbal communication skills.
- Demonstrated dispute resolution skills
- Demonstrated commitment to the principles and practice of teamwork.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Appropriate Tertiary Qualification(s) and/or extensive experience in the Project Management, Contract Management, and/or Property Management is desirable.
- Several years' experience in capital works delivery and/or facilities or asset management in a local government context.
- Substantial experience in Building Maintenance and Renewal Practices is desirable.
- Experience in leading teams and managing staff.

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- Hold a current Victorian Driver's Licence

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

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