

Position Description – Facilities Manager

Position Title	Facilities Manager		
Portfolio	Corporate Services		
Centre/Department	Facilities		
Primary location	Warrnambool	Position Number/s	TBA
Classification	Specialist Staff Level 8	Salary Range	\$94,008 - \$104,960 + 9.5% super
Employment type	Full-Time	Contract type	Fixed Term
Hours per week	38 hours per week	Contract duration (Non-permanent roles only)	Initial 3 year term
Reporting to	Executive Manager - Corporate Services		
Supervises	Facilities Department		

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located in Warrnambool, Portland, Hamilton & Colac, with facilities and services set to expand as the region grows.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability.

Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are to be people focused, deliver quality and excellence and to constantly seek innovation.

Department overview

The strategic objective of the Facilities Department is to ensure that South West TAFE offers state of the art facilities that provide a first class experience to students and staff, resulting in positive employment outcome for all.

Position overview/your opportunity

The Facilities Manager provides strategic leadership and operational management of all TAFE properties, buildings and infrastructure assets.

The Facilities Manager is responsible for:

- The planning and implementation of cost-effective and quality facility services at all campuses including maintenance, cleaning, security, waste removal, car parking, utilities management, vehicle fleet services and signage.
- Management of facilities master planning, capital works projects, new buildings, facility leases and refurbishment projects.
- Senior level interaction and negotiation with service providers, regulatory authorities, government bodies and internal clients.
- Developing policies and procedures in order to improve the performance of the Facilities Department.

The Facilities Manager operates with a high level of autonomy and is expected to display significant initiative, sound judgement, and reliable leadership and management in carrying out the requirements of the position.

Key Responsibilities

- Prepare, develop and implement the Institute's Facilities Master Plan in line with the organisations strategic plan.
- Provide high level strategic advice on current and emerging legislative and industry-wide facilities related issues to enable the Institute to respond effectively to change and meet emerging requirements.
- Prepare proposals for capital expenditure and minor works, using cost-benefit analysis techniques to enable timely decision making by senior management and to ensure consistency with budget.
- Develop annual budget submissions for the Institutes facilities requirements and exercise control measures as necessary to ensure works are completed on time and within budget.
- Co-ordinate the preparation of all necessary documentation required to tender for the provision of facilities management services for all campuses.
- Conduct high level negotiations with external providers of facilities management services to achieve prompt, reliable, cost effective, quality services to the Institute.
- Negotiate rental and lease contracts with external agents and vendors to ensure cost effective, low risk terms, which protect the Institute's interests.
- Oversee the engagement of contractors in accordance with Institute policy to undertake facilities related works.
- Undertake risk analysis and develop risk minimisation strategies appropriate to the Institute's facilities requirements.
- Implement and monitor programs which ensure full compliance by the Institute with all relevant local regulations and State and Commonwealth legislative requirements.
- Ensure all buildings meet essential service maintenance requirements and all facilities are OH&S compliant.
- Undertake the active role of fire warden, and have a sound knowledge of evacuation procedures and in particular the evacuation of disabled persons.
- Ensure that policy development and the implementation of procedures is consultative, timely and promotes a clear understanding of Institute processes.
- Staff management of the Facilities Department including the conduct of performance management reviews, and professional development, to ensure optimum performance within a team environment
- Liaise extensively with the Institute Management Group to ensure the department is providing appropriate, effective and timely services and that strategies and protocols are understood, implemented and maintained
- Proactively lead and implement OH&S policy, procedures and processes throughout the Institute and team ensuring accountability, performance, knowledge and responsibilities are upheld
- Build relationships and networks, including being an active member of the Victorian TAFE Facilities Managers network
- Research, develop and implement guidelines and procedures relevant to divisional operations and maintain quality assurance processes to ensure compliance with relevant legislation, policy and procedure and the Institute's Code of Conduct

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key to success (Key Selection Criteria)

Successful candidate will demonstrate the best combination of the following characteristics;

- Proven Facilities Management experience, preferably within an educational / public sector environment.
- Demonstrated experience in the supervision of building works, contractor management, and contract preparation/administration. Previous exposure to working with heritage properties is desirable.
- Project Management knowledge, qualification and/or experience
- Working knowledge of Victorian building codes and regulations, Australia Standards, OH&S legislation and Victorian government Asset Management Accountability Framework
- High level interpersonal and communication skills, including the ability to establish strong links with key stakeholders as well as the ability to negotiate effectively and work through issues constructively
- Demonstrated staff management experience

Qualification/Requirements

Mandatory requirements

- Qualification relevant to facility management or construction project management, together with relevant experience and proven management expertise.
- Employee Victorian Working with Children and satisfactory Police Check
- Current Driver license

Highly desirable requirements

- Substantial experience using Microsoft Office products and relevant industry software and programs

Additional information

- This position will require travel to other campuses and flexible work hours.
- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Jason Ernst	9/01/2018
Approved by	Department Executive Manager	Jason Ernst	9/01/2018