

Job Description

Job Title:	Facilities & Maintenance Coordinator
Ref No:	OP805
Portfolio:	Corporate Services
Service Stream:	Facilities & Maintenance
Reports to:	Senior Manager, Facilities and Maintenance
Classification:	Salaried
Date:	November 2017

Job Purpose

Provide a broad range of efficient property and facilities services and coordinate all aspects of building maintenance and essential service via contractor management across all AnglicareSA sites.

Key Result Areas**Property and Facilities Coordination**

- Provide a contact point for property and facilities requirements ensuring a high level of customer service and supportive guidance or action.
- Coordinate distribution of tasks from Maintenance portal.
- Manage fee proposals, contracts and contractors and sub-contractors across multiple sites.
- Assist in the efficient and effective management of property and facilities projects and maintenance.
- Coordinate planned and reactive plant and building maintenance including pest management.
- Ensure the accurate maintenance of asset and lease registers.
- Assist to coordinate property project and property maintenance budgets as required.
- Collaborate with relevant personnel to establish, maintain and contract manage preferred contractors and consultants to perform facilities management activities and audits.
- Conduct detailed site audits, involving contractors in order to produce appropriate reports and action approved items as required.
- Provide leadership, guidance and direction to management and staff across the organisation in the area of property and facilities management.

Project Management

- Autonomously manage small scale projects in accordance with project brief.
- Support tender and contract preparation including liaison with project managers, legal, procurement, suppliers, stakeholders, clients and other consultants.
- Provide advice and support for those delivering projects for AnglicareSA.
- Promote the governance of Project Management to all staff involved in project work.
- Conduct regular audits on the project register and manage regular updates to information.
- Provide monthly reports to the Executive Team on projects and their status.
- Promote the register and encourage the appropriate information to be stored in the Project site.
- Provide reviews every 18 months to the content of Project Management Framework (PMF) to ensure high level of relevance, reliability, quality and support.
- Provide PMF training every 6 to 12 months to Executive nominated staff within the organisation.

Work Health and Safety (WH&S)

- Ensure own action or lack of action does not place own safety or that of others at risk.
- Use prescribed personal protective equipment.
- Assist in the evaluation of hazards and immediately report any accidents or near misses.

Working Relationships: Establish and maintain positive working relationships across all levels of the organisation, services and programs in all sites as well as external contractors and preferred suppliers.

Specific Job Requirements

- You will be required to travel to other AnglicareSA sites on a regular basis.
- You will require a current driver's licence.
- You will be required to attend to after-hours call outs as required.

Standard Job Requirements (all staff)

- Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
- Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
- Conform with AnglicareSA's conditions of employment, Code of Conduct, Standards of Practice and Behaviour, Confidentiality and Fair Treatment policies and other Human Resources, Work Health and Safety (particularly AnglicareSA's "no lift" and manual handling) and organisational policies and procedures.
- Adhere to legislative requirements applicable to the role, including and not limited to the Work Health and Safety Act and the EEO Act.
- Perform all allocated duties within classification and work at other AnglicareSA sites if required.
- To be physically and mentally capable and report to work in a fit state to perform all duties.
- Must provide evidence of Australian residency or current working VISA.
- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.

☒ **National Police History Check**☐ **DCSI Child-Related Employment Screening****Person Specification****Qualifications**

- Qualification in business administration, project management/property management or equivalent experience

Demonstrable Requirements / Selection Criteria

- Operational experience in property and facilities management within a large multisite organisation.
- Experience managing contractors across multiple sites with varied requirements.
- Detailed understanding of maintenance issues related to air conditioning, refrigeration, electrical, fire, security, and building system commercial and aged care focus.
- Sound project management skills with the ability to manage and work within budgets.
- Demonstrated skills in the development and review of contracts and project specifications.
- Experience developing scopes of works for major repairs and CapEx works and managing these repairs/works to completion.
- Understanding of asset registers, leasing and compliance requirements for building maintenance.
- High level written and verbal communication skills as well as proven strengths in negotiation, collaboration, networking and report writing.
- Demonstrated lateral thinking and problem solving skills required to deliver on responsibilities.
- High level experience in MS Office (Excel, Word, Power point, Project) and ability to use databases.

WH&S

- WH&S knowledge and skills suitable for the position.

Cultural Fit

- Work within a team environment in accordance with AnglicareSA values.

Competencies

Living the AnglicareSA Values	Demonstrate the values within their work area. Support team members in displaying the values.
Cultural Respect of Aboriginal Peoples	Support team members to effectively respond to the needs and aspirations of Aboriginal people and communities.
Valuing Diversity (race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political affiliation etc.)	Support team members to accept, respect and appreciate individual differences.

AnglicareSA Vision

Justice, respect and fullness of life for all.

AnglicareSA Mission

AnglicareSA provides care and support with a voice for disadvantaged and vulnerable people in our communities.

AnglicareSA Values

- Integrity**
We act honestly and ethically and ensure accountability to those we service and work with.
- Compassion**
We respond with sensitivity and empathy to the needs, ability and aspirations of the people we work with and the communities we serve and work with.
- Stewardship**
We are custodians of the resources entrusted to us for current and future service, building the capability of those we serve and those we work with, to ensure the sustainability, quality and effectiveness of our services.
- Equity**
We affirm the importance of diversity and inclusion in our workplace and the community. We will demonstrate fairness in our workplace. We will promote personal, social and economic change to enable those customers in the most difficult circumstances to flourish.
- Servant Leadership**
We place the needs of others first to enable them to grow. We empower, accept responsibility, and understand our role is to enable, encourage and support.

ACCEPTANCE/AUTHORISATION

Jobholder Signature: Date

Print Jobholder Name:

Chief Financial Officer Signature: 

Date: 13/11/2017