

Program Leader – Buildings

Role purpose

To coordinate and undertake building asset management, facilities management, building maintenance and building project development, with a focus on meeting the needs of internal clients and improving the sustainability of Council's buildings and associated plant.

Role overview

EA and Classification	Hobart City Council Enterprise Agreement 2021 Municipal Officer 5
Position Description Number	9776
Number of direct reports	1
Responsible for total staff	3
Delegations and Authority	\$25,000
Division, Unit, Team	City Enablers Division, City Infrastructure Unit, Building Services Team
Immediate Manager	Manager City Infrastructure (9813)



Role accountabilities Key result areas

Corporate

- Manage the Council's buildings assets including the preparation of the Council's Buildings Asset Management Plan, incorporating all required inputs including annual capital works plan, asset condition data, future asset renewal requirements and operations and maintenance cost projections.
- Work closely with Clients/Building Custodians and tenants to ensure that their requirements, including budgets and timeframes, are met and that they are regularly informed of progress on building asset management issues through regular meetings and reporting.
- Prepare and manage assigned capital works programs and budgets in line with asset and custodian requirements.
- Prepare and manage assigned building operations and maintenance budgets, including advice on building mechanical / ventilation operations, energy, water and sewerage charges and impacts of current and planned projects on O&M costs.
- Develop facilities management systems, planning and project implementation with the objective of achieving best achievable practice standards for maintenance and renewal of the Council's building assets.
- Coordinate and/or undertake inspections to ensure that Council buildings meet all physical legislative requirements including the collection of building asset data such as condition assessments, expiry dates, standard lives and valuations.
- Supervision of staff undertaking building construction project management and building maintenance activities.
- Liaise with All levels, primarily with building Clients/Building Custodians, Project Clients and Building Services Personnel.

Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.

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- To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.

WORKING TOGETHER TO MAKE HOBART A BETTER PLACE FOR THE COMMUNITY



Qualifications and licences

Essential

- A tertiary qualification in civil, structural, mechanical engineering, architecture or building services or similar with experience in building services management or a diploma level qualification in building services or similar with extensive experience in building facility services management is required.
- Current Driver Licence.

Desirable

- Qualifications in facilities management, project management or asset management.

Selection criteria

Knowledge and experience

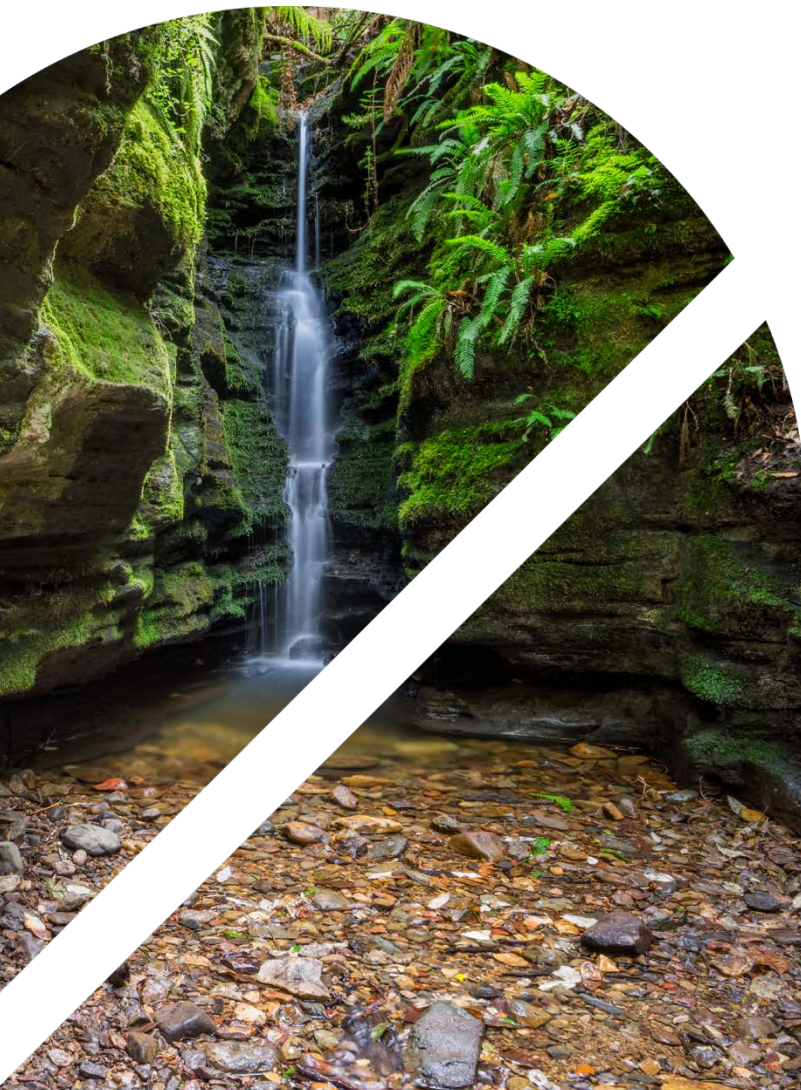
1. Knowledge and experience of managing building construction, maintenance contracts and building asset management planning.
2. Knowledge of building condition assessment and building asset information systems.
3. Experience in preparing asset management plans including forward capital works programmes for a range of building assets.
4. Experience in project scoping and project management for medium to high value projects.
5. Experience in managing building facilities and preparing maintenance programmes.

Skills and competencies

6. Demonstrated ability to listen to and work with Clients to develop projects and interpret asset service levels that meet their needs, with a proven capability to manage and negotiate with Contractors.
7. Ability to prepare written reports suitable for Senior Management and Council.

Behavioural competencies

8. Actively demonstrates the expected behaviours described in the Behavioural Competency Framework.



Behavioural Competency Framework

Our Values

People

Care about people – our community, customers and colleagues.

- Considers people in all things we do.
- Values individual differences and diversity.
- Guides, mentors and develops people.
- Tailors communication to specific audiences.
- Actively listens to others and encourages feedback.
- Communicate with others respectfully.

Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community.

- Supports equal and fair treatment for all.
- Is seen as a team player and finds common ground in a respectful way.
- Seeks and provides feedback to improve working relationships.
- Actively looks for opportunities to share knowledge and utilise strengths.
- Works cooperatively to achieve shared objectives.
- Recognises others for their contributions and accomplishments.
- Gains and demonstrates trust and support for others through actions.

Focus and Direction

Have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.

- Has a clear and specific understanding of what needs to be achieved.
- Actively participates in planning and provides feedback.
- Considers sustainable options.

Behavioural Competency Framework

Our Values

Creativity and Innovation

Embrace new approaches and continuously improve to achieve better outcomes for our community.

- Agile and continually looks for opportunities for Lean improvements.
- Stimulate passion and excitement to overcome problems.
- Follows ideas through to action, reflects and always seeks to do better.
- Demonstrates diverse thinking and embraces change.
- Encourages peers to do the same.

Accountability

Transparent in all our dealings, work to high ethical and professional standards and are accountable for delivering outcomes for our community.

- Follows through on commitments and encourages others do the same.
- Takes personal responsibility for own timely and quality activities.
- Designs feedback into work processes.
- Provides exceptional service to stakeholders and customers.

Behavioural Competency Framework

Operational

Safe working practices

Maintain a safe working environment.

- Works safely and looks out for others.
- Drives responsibly and considers other road users.

Policies and procedures

Comply at all times with policy and protocol requirements.

- Actively demonstrates compliance with the City's corporate policies.
- Provides support to others.
- Offers feedback on improvements or better practice.

Legislative framework

Works within legislative framework.

- Takes responsibility for their own learning of the legislative environment in which they work.
- Seeks guidance and clarification of any uncertainties before acting.
- Works within any delegations and authorities.

Risk management

Take a risk management approach.

- Actively adopts a proactive risk management approach.
- Fosters an environment where managing risk is accepted as the personal responsibility of each employee and encourages others to do the same.

Judgement

Identifies and acts on issues and develops quality solutions, setting high standards of decision making.

- Always role models our values.
- Demonstrates rigor to make effective and quality decisions.
- Stands up and acts when issues arise with a sound and level-headed approach.
- Keeps informed of activities and evolutions in the broader business.

Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – Low Risk

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

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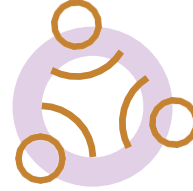
Proud of our capital city role

We rise to the call of being the island state capital. We are city shapers, amplifying our industry, commerce and small business communities by attracting investment and services to support them.



Focused on thriving

We are future proofed, not only doing our work well, but pursuing the work that makes a difference for our community.



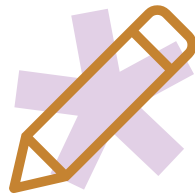
Community-centered

It is easy for all of our community to work with us and they are central in how we design and do our work.



Grounded in active governance + civic involvement.

We fulfil our legislative and civic responsibilities with transparency, accountability and fairness and we are equipped to do that well.



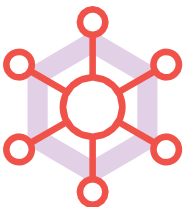
Creative + impactful

We deliver value for money and work creatively to ensure positive outcomes for all our stakeholders.



Leading from the heart

We acknowledge everyone is a leader. We are all accountable for building a positive, safe and caring culture for our organisation and the people in it.



Integrated + Collaborative

Making whole-of-organisation decisions is easy and we work as one team to successfully deliver for the community.



Scalable + Adaptable

We care for both our natural and built assets. We respond to our growing city and ongoing changes in our community and their expectations.

