

POSITION DESCRIPTION

Position Title:	Manager Building Assets	Position Code:	3-MBA
Division:	Organisational Performance	Grade:	Total Remuneration Package
Location:	Dubbo	Hours/Week:	35
Reports to:	Director Organisational Performance		
No. Direct Reports:	4	No. Indirect Reports	11 + Casuals

Primary Purpose of Position

Manager Building Assets is responsible for the project management of new and major Buildings and refurbishment projects. The effective management of Council's current building assets, including operations, maintenance and renewals to ensure assets are maintained in accordance with agreed standards and budgets.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Centralised Building Asset Management	<ul style="list-style-type: none"> • Provide Building asset management services to council-wide buildings and facilities utilising technical skills and experience to ensure that building operations meet client and asset management requirements. • Manage and maintain a building asset database and AMP including coordinating condition and risk assessment inspections, and initiating any required improvements. • Prepare and manage budgets related to building operations, maintenance and renewals. • Oversee the coordination of building asset management such as cyclic servicing, programmed inspections and service contracts for building components. • Oversee preparation of building contracts in the area of security, lifts, fire services, electric doors, air conditioning and the like. • Provide advice and oversee implementation of energy and water efficiency initiatives for Council buildings. • Provide advice and oversee implementation of building space management including best utilisation of office and building space. • Oversee the effective delivery of maintenance and cleaning services to Council buildings. • Ensure maximum safe and cost effective useful life of Council assets so that they service the community at such service level(s) as defined by Council.
Building Lifecycle Analysis and Building Improvement	<ul style="list-style-type: none"> • Conduct or oversee the conducting of energy audits of Council facilities.

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> • Program, coordinate, and (where required) undertake building condition inspections. • Update and analyse the building asset database, ensuring forecast budgets align with proposed building renewal works for all Council owned buildings. • Prepare reports including recommendations of energy efficient programs or works for selected Council facilities. Reports to include feasibility studies (payback periods or return on investment).
Building Asset Maintenance Routine and Cyclic	<ul style="list-style-type: none"> • Ensure Council buildings are compliant with Building Code of Australia and Australian Standards, including fire safety, and building accesses. • Organise, coordinate and assess tenders and quotations for building services such as fire protection, pest control and security services. • Prepare reports to Council in relation to building service tenders and quotations as required. • Implement and oversee the organising of staff to undertake cyclic & reactive maintenance and cleaning tasks. • Promote and provide guidance on best practice building asset management across Council.
Provide technical and professional advice regarding asset management	<ul style="list-style-type: none"> • Provide input for the annual Operational Plan, specifically in relation to building asset management expenditure. • Provide input into annual Capital Works Prioritisation Program. • Promote and provide guidance on best practice building asset management across Council. • Assist Function managers to maintain and implement improvements to their facilities.
Project Management	<ul style="list-style-type: none"> • Manage the project development processes, ensuring the processes are thorough, consultative and projects are completed within budget and in a timely manner. • Tender and contract preparation and management for capital works projects and refurbishments of Building Assets.
Building Capital Project Delivery:	<ul style="list-style-type: none"> • Ensure the successful delivery of multiple large scale Building projects across Council in collaboration with clients • Manage and maintain overall timelines for multiple projects and anticipate and resolve scheduling or delivery issues. • Manage budget processes and provide budget support for projects ensuring accurate reporting and administration. • Work with project managers to maintain oversight of contract preparation and adherence to contracts. • In consultation with Project Managers evaluate and recommend solutions to issues impacting project delivery. • Ensure Client is engaged as required in regards to any impact of projects on normal business operations or future requirements.

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> • Ensure efficient communications and project management processes by effective partnerships with and between project managers, contractors, clients and funding bodies to achieve desired project outcomes. • Ensure project Control Group meetings are held as required
Leadership and Relationships	<ul style="list-style-type: none"> • Represent the Branch ensuring that branch activities, projects and advice reflects a whole of council perspective, and considers the impact on the wider organisation. • Lead in a professional and ethical manner, promoting the vision, purpose and values of the organisation. • Provide the communication link from the Director to the members of your branch. • Form positive, collaborative and customer-focused relationships with internal and external stakeholders.
Team/People Management	<ul style="list-style-type: none"> • Manage and coordinate the Building Assets team and their duties ensuring that individual accountabilities and performance are monitored and achieved. • In conjunction with Council policies, make recommendations to the Director on appointments, promotions and terminations of staff under your control. • Ensure appropriate communication to all staff in the branch to ensure awareness of relevant key issues. • Foster a culture that values its people and encourages and supports customer focus, integrity and one team.
Corporate Reporting, planning and Monitoring	<ul style="list-style-type: none"> • Develop, coordinate and implement the branches components into the following strategic plans & documents for approval; <ul style="list-style-type: none"> • Business Plan • Branch Budget • Operational Plan • Delivery Program • Provide input into corporate plans, reports, programs, and policies as required and monitor branch performance. • Implement organisational systems within the Branch in accordance with Council's strategic plans and policies.

Inherent Requirements of the Position
<ul style="list-style-type: none"> • Class C drivers licence • Ability to work irregular hours as required • The position is provided with a Dubbo Regional Council mobile phone which must be carried at all times and to be contactable after hours. Personal calls are to be reimbursed regularly. • This position is supplied with a mobile computing device for use on Council business.

- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment.
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.
- Ability to work irregular hours as required.

Selection Criteria

Essential

1. Bachelor Degree in Building/Construction Management, Project Management, Architecture, Engineering or related discipline; or Qualified Builder with relevant qualifications and significant relevant experience.
2. Demonstrated experience at a senior level in building asset management.
3. Demonstrated experience in the delivery of civil infrastructure projects, building projects and community infrastructure projects.
4. High level organisational skills with demonstrated experience in managing multiple projects and adhering to deadlines.
5. Highly developed leadership, planning and negotiation skills.
6. Extensive experience in Asset Management in a complex and diverse organisation.

Desirable

7. Local Government related experience in asset management systems and WHS systems would be highly regarded.
8. Experience in the use of Building Management Systems

Organisation Wide Accountabilities

Corporate Values

Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
 - Be Curious, Courageous And Committed
- **Sustainable**
 - Balanced Approach To Growth & Opportunity
- **One Team**
 - Working Together
- **Integrity**
 - Accountable For Our Actions

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours

	<ul style="list-style-type: none"> • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: