



INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	Facilities Management Officer	
Division	Assets and Environment	
Group	Properties, Major Building Projects and Facilities	
Responsible to	Coordinator Facilities Operations	
Position Supervises	Direct: Consultants & contractors Indirect: (TBC)	
Position No.	TBC	
Status	Permanent Full-Time	
Hours	35 hours per week	
Salary	\$86,697 - \$101,757pa	Band & Level: 3/2
Salary Point	51 to 64	
Allowance	Civil liabilities allowance where applicable is absorbed and reflected in the above-stated salary.	
Motor Vehicle	N/A	
Pre-employment checks Legislative requirements	N/A	
Date reviewed: 06/07/2018		Reviewed by: Group Manager Properties, Major Building Projects and Facilities

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

Deliver a high quality and efficient facilities management service including plumbing, electrical, fire, lift, leachate management, security, key register, pest, auto doors, gardens, roof anchors, miscellaneous building management, internal plants, staff furniture etc for all Council properties to ensure that property is safe for the public and workers and is managed to maximise the benefit to Council, the community and facility users. The position will collaborate with customers, stakeholders and users to provide the required level of service, balanced by budget, need and asset management planning. Provide support to the 'help desk' attending to reactive and customer requests.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria:

1. Qualification/s in a related field or equivalent relevant industry experience.
2. Demonstrated capacity in facilities management and the ability to develop sound, practical/workable and innovative solutions to resolve problems or activate a business plan.
3. Good verbal and written communication and interpersonal skills.
4. Good computer skills and proficiency in the use of finance and asset management systems/databases and Microsoft Office suite of applications.
5. Sound procurement, budget management and contract administration skills with the ability to adapt to shifting priorities and competing deadlines. High level analytical and problem solving skills with the capacity to inspire or support innovative thinking.
6. Ability to establish and maintain respectful and professional interactions with members of staff and of a diverse community and provide advice/services, problem solve and handle arrange of issues including difficult or challenging customers.
7. Current Driver's License.

Desirable Criteria:

1. Knowledge of how to create a business plan
2. Knowledge of local government functions

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Manage reactive, planned & programmed facilities management service including plumbing, electrical, fire, lift, leachate management, security, key register, pest, auto doors, gardens, roof anchors, miscellaneous building management, internal plants, staff/depot furniture etc for Council properties and facilities.
- Develop and implement a business plan to provide high quality and efficient facilities management services integrated for Inner West Council.
- Collaborate with relevant staff to develop programs and levels of service for scheduled operations and maintenance.
- Manage risk to Council and users through regular building inspections for quality/condition/compliance, review compliance requirements, complete statutory certifications and works, WHS, risk assessments, develop & review SWMS and operating procedures.

- Manage contracts including the procurement process, contract administration and contractor performance.
- Provide excellent customer service by working with service providers and users to agree maintenance standards and priorities, triage and prioritise requests in collaboration with the 'help desk' during business hours, respond to customer requests.
- Support and backfill on the 'help desk' to manage and triage requests to the Facilities Management Team including creating and monitoring work orders and advice to customers.
- Keep records using corporate systems to complete activities (eg payment of invoices etc) and capture data and generate reports for decision making (eg maintenance activities completed on assets).

KEY RELATIONSHIPS:

Internal: Staff and management across Council.

External: Community and sporting groups, commercial tenants, adjacent land owners, authorities, contractors, suppliers.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Facilities Management Officer** as detailed in this document.

Signature:

Date: / /