

POSITION DESCRIPTION



Department: Shared Services
Position: Facilities Coordinator
Position Level: CSW Level 4
Reports to: Chief Financial Officer
Employment Specifics: Full-time, Ongoing

NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES

Vision: A community where everyone matters and has the opportunity to fulfil their potential.					
Mission: Provide exceptional early learning that gives the strongest start in life to children, and work with extraordinary people to strengthen their connection and access to home and community.					
Values:	Courage	Integrity	Choice	Innovation	Collaboration

POSITION OBJECTIVE

The Facilities Coordinator will work to ensure the day to day smooth operation of all buildings and facilities including vehicles, furniture, and other related materials are usable, accessible and safe for Northside staff, children, clients and visitors. The Facilities Coordinator will be required to work closely with stakeholders including building occupants and external contractors.

KEY RESPONSIBILITIES AND DUTIES

- Assist management in identifying and managing operation and maintenance requirements, including the management of repairs to fixtures, fittings and equipment throughout each premises.
- Ensure that works are carried out within agreed timeframes and according to priorities, to maintain daily operational running of facilities
- Work closely with external contractors, including sourcing of quotations and supervision of works in accordance with legislative requirements.
- Provide information to all staff, users and stakeholders regarding works that are being carried out that may affect their working environment or conditions.
- Support a safe and well-functioning workplace environment for the employees, children, clients and visitors of all Northside premises and facilities and be the first response to "make-safe" plant and equipment failures where appropriate
- Assist with facilities procedures and protocols pertaining to Health and Safety, emergency management, site security and waste management including conducting regular premises audits.
- Understand and implement systems to support building security, including the liaison with the third party security company, maintenance of key registers and lockup and opening procedures.

Reviewed by	HR	Review Date	24/03/2021
-------------	----	-------------	------------

- Participate in an on call roster to response to facilities and unforeseen events
- Manage a small fleet of vehicles including the coordination of repairs, maintenance, acquisition and disposal
- Provide secondary support to Front of House and Northside Admin team as required
- Fulfil other duties as directed by the CEO and CFO

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

1. Demonstrated experience and understanding of Facilities Management
2. Demonstrated understanding of Work Health and Safety and other relevant legislation and the willingness and capacity to comply with the relevant policies and procedures
3. Knowledge of all building trades and a common sense approach to a range of maintenance issues
4. Strong customer service skills with the ability to interact with internal and external stakeholders.
5. Ability to take action and show initiative to complete tasks and exceed expectations.
6. Well-developed organisational and planning skills with a solution focus and capability to handle multiple and competing priorities.
7. Strong teamwork skills with the ability to be build rapport with all stakeholders.
8. Proficient with Microsoft Office applications - Word, Excel, PowerPoint, Outlook.

QUALIFICATIONS AND/OR TRAINING

- Relevant tertiary qualification in facilities management, property management, trade qualification or similar field with at least 3 years of relevant experience.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

- Prolonged periods of sitting at a desk and working on a computer
- Regular lifting, manual handling tasks
- Must be available for on-call / after-hours work (includes weekends)

GENERAL EMPLOYMENT INFORMATION

Northside Community Service is a child-safe organisation. We actively promote the safety and wellbeing of children and all Northside staff are committed to protecting children from abuse or harm.

Northside Community Service is an Equal Opportunity Employer. We value diversity and are committed to workforce diversity and equal opportunity. We recognise that the provision of supportive, safe and harassment free workplace is essential to high performance and promote flexible work, diversity and safety.

All Northside staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct and all relevant policies and procedures
- Comply with the work health and safety policy & procedure
- Undertake a national police check prior to commencement and every 3 years thereafter

Reviewed by	HR	Review Date	24/03/2021
-------------	----	-------------	------------

- Undertake screening for suitability to work with children, youth and vulnerable people
- Comply with the National Principles for Child Safe Organisations, the Reportable Conduct Scheme for the ACT and other relevant legislative requirements.

SIGNATURE

Employee signature below indicates the employee's understanding and acceptance of this position description.

Employee Name		Date	
Employee Signature			