

## POSITION DESCRIPTION

<b>Title:</b>	<b>Facilities &amp; Presentation Manager</b>
<b>Business Unit:</b>	<b>Works &amp; Services</b>
<b>Reports to:</b>	<b>Executive Manager Works &amp; Services</b>
<b>Grade</b>	<b>20</b>
<b>Position Allowances:</b>	<b>May be eligible for a Civil Liability Allowance (CLA)</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Number of Direct Reports:</b>	<b>3</b>
<b>Number of Indirect Reports:</b>	<b>16</b>
<b>Vehicle:</b>	<b>Yes - Category B</b>
<b>Position Code:</b>	<b>TBA</b>
<b>Preplacement Medical:</b>	<b>Not required</b>
<b>National Police History Check:</b>	<b>Not required</b>
<b>WWCC Check:</b>	<b>Not required</b>
<b>Date Developed:</b>	<b>November 2023</b>
<b>Date Reviewed:</b>	

## Position Purpose

The Facilities and Presentation Manager is responsible for delivery of building maintenance, marina operations and city & precinct presentation.

The position also manages Road Opening Applications for minor and service authority works in the road reserve.

## Qualifications and Experience

*(Minimum required/essential for success in the job)*

### Essential:

- Degree qualifications relative to the position (e.g. engineering or project management or construction management) or enrolled and substantially completed such qualifications with extensive experience in operations management.
- Experience in managing a diverse workforce in the delivery of operational functions.
- Well-developed verbal and interpersonal skills (written and oral) for effective liaison with contractors, utility providers, work team, coordinator/manager, staff, public and other external bodies, including negotiation, conflict resolution and decision making to resolve issues.
- Demonstrated project management skills and experience preparing & managing budgets for projects and operational works.
- Experience in preparation and implementation of management plans, programs,

policies and processes for continuous improvement.

- Ability to use computers and mobile devices, particularly in the application of asset management software and the Microsoft suite of software.
- Demonstrated experience implementing a Safety Management Plan and commitment to WHS and statutory requirements, quality standards and management systems.
- Demonstrated experience in development and review of quality management systems or other business improvement systems.
- Current NSW Driver's Licence – Class C.
- General Induction for Construction Work Certificate (White Card) or ability to obtain within probation period.
- SafeWork NSW Traffic Control Work Training Card – Prepare a work zone traffic management plan (or ability to undertake when required).

**Desirable:**

- Experience in public assets maintenance.
- Knowledge of the NSW Road Act particularly regarding work done by others.
- Demonstrated knowledge of Local Government activities and responsibilities.

## Main Activities/Tasks

The main activities and tasks of the role are:

### Marina Operations

- Marina Operations which is necessary for functioning of the precinct which includes navigation aid management, umbrella committee management, breakwater safety management and day to day maintenance of the foreshore area.

### Building Maintenance

- Deliver reactive and proactive maintenance of Council's building infrastructure through efficient allocation of internal and external resources.
- Develop maintenance programs.
- Manage Council's operational building contracts including, but not limited to, hygiene services, air-condition servicing, pest control and fire equipment testing.
- Delivery of building cleaning services.

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- Manage Council's operational building contracts including, but not limited to, hygiene services, air-condition servicing, pest control and fire equipment testing.
- Delivery of building cleaning services.

### Precinct Presentation

- Plan, develop and implement maintenance & works programs and any necessary reactive maintenance to:
  - Present the city to a high standard including streetsweeper operations, illegal dumping collection, litter and debris pick up, graffiti removal, street furniture maintenance and CBD hardscape maintenance.
  - Maintain, to a high standard, the Shell Cove marina foreshore (e.g. hardstand, public infrastructure, furniture, bins) and Council's boat ramps.
- Liaise with other entities so they can appropriately manage their assets so they contribute to the presentation of the city (e.g. abandoned trolleys, graffiti removal).

- Liaise with other teams to coordinate works to address city presentation and asset issues within areas of responsibility (e.g. Marina precinct - landscape maintenance, GPT Cleaning, playground) including coordinating maintenance programs and reactive maintenance works.
- Identify, plan and deliver embellishment works to enhance city presentation.

### **Road Opening Applications**

- Supervise the management of processes associated with works being undertaken within the road reserve such as driveways service authorities works. Activities include but are not limited to assessment of Road Opening (Section 138 Roads Act) applications, award of permits, release of bonds and associated inspections.
- Manage inspections as required associated with road openings applications.
- Identify and respond to problems to assess and manage public risk associated with external organisations working on Council infrastructure.

### **General**

- Planning and organising staff, contractors and other resources associated with assigned works to provide the most efficient and cost effective environment for operational activities and maintenance.
- Manage and lead direct reports in the completion of their duties.
- Financial management including budget preparation, cost estimates budget monitoring and reporting.
- Prepare Council and technical reports for the Executive Leadership Team as required.
- Represent Works & Services at meetings and workshops related to the team's function.
- Support and coordinate after-hours emergency response. Assist in emergency response activities including acting as Council Liaison Officer in the Emergency Operations Centre.
- Be an active participant of the Works & Services leadership team.
- May be required to act in a more senior role.

### **Contribute to the overall management of the organisation**

- Assist to implement and develop corporate Council policies and procedures.
- Consult with internal and external customers including Councillors, staff, residents, industry, media, contractors and government agencies.
- Assist to develop, implement and monitor forward strategic plans, annual management plans, integrated planning and reporting and budgets.
- Assist to prepare and present Council, legislative, technical and performance reports to internal and external customers.
- Assist with the development of business processes.
- Participate in the performance and development review process to manage own performance.
- Provide supervision, coaching and guidance to staff/contractors.
- Provide specialist support and guidance to team and others in Council.
- Involve staff/contractors in decision-making and inform relevant decisions made.
- Implement and manage communications with staff and contractors including both formal and informal meetings.
- Maintain ECM corporate standards.

- Maintain currency of professional expertise.
- Other duties within limits of skill, experience and competence as directed.

### **Work Health & Safety**

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

### **Fraud and Corruption**

- Make sure internal controls are in place for areas of your responsibility to help detect and prevent corruption and fraud.
- Identify system deficiencies that could facilitate corruption or fraud and take appropriate remedial action.

### **Risk Management**

- Support and promote the accountability of staff to comply with the purpose and intent of Council's policy for the management of risks by ensuring risk management processes are implemented within your area of responsibility.

### **Accountability and Behaviours**

- Be accountable for your behaviours in the delivery of your duties noted in the position and other functions relating to your role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

### **Organisational Values**

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.