

Position Description

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| Position title | Senior Advisor Facilities |
| Reports to | Strategic Assets Coordinator |
| Direct Reports | 3 |
| Department | Office of Chief Operating Officer |
| Classification | Level 7 - Local Government Industry Award (Stream A) |
| Last Review Date | September 2018 |

Position Summary

The Senior Advisor Facilities is accountable for the team which operates, maintains and ensures general safety of Council owned and/or controlled buildings. This role is also responsible for Council's asset (facilities) data management and maintenance system/s, and for project management of capital works with regards to Council facilities.

Position Specific Accountabilities

- Lead facility management activities including the negotiation of high level projects and facilities management contracts.
- Implementation of maintenance management system to support improved maintenance planning, programming and procurement for Council's corporate facilities
- Planning and identifying future needs, maintenance requirements, project management and facility management compliance requirements (Workplace Health and Safety Requirements, Disability Access, Fire and Risk Management and Evacuation Plans).
- Oversee the acquisition, audit, disposal and maintenance of physical assets.
- Develop, review and effectively communicate policies and practice in relation to facilities management.
- Ensure a timely and efficient inspection and rectification process that ensures compliance with legislation and best industry practice.
- Lead and manage the Facilities group to ensure agreed objectives are met safely, on time and within budget.
- Effective management of Council and community facilities and associated infrastructure, to support Council and community services.
- Coordinate contractors to undertake maintenance and/or capital projects for refurbishment and renewals of Council's built assets
- Effectively supervise contract completion including final inspection to ensure contract provisions have been met.
- Develop, maintain and monitor capital and operational budget to ensure appropriate budgets are managed within delegated authority.
- Review the preparation of building specifications and provide estimates for building projects.
- Monitor and report on building related matters within specified timeframes.
- Liaise with contractors to identify and remedy deficiencies in service delivery.
- Work collaboratively with direct service providers and teams to ensure that effective internal and external customer service is delivered
- Monitor and service agreements, adjust plans and resources as required
- Supervise employees and contractors employed by Council for maintenance of Council owned and managed facilities.

- Contribute to the development of forward planning for Council and community facilities, associated infrastructure and asset management planning.
- Review and develop Infrastructure Charges and supporting documentation in relation to community facilities.

Organisation Responsibilities

- Model the highest standard of ethical and professional behavior and act with integrity and confidentiality whilst representing Council internally and externally.
- Adhere to all relevant legislative frameworks, rules, Council policies and guidelines.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including: TRC's Safety Management System - SAFE PLAN, TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009*, Anti-discrimination and Privacy legislation; Purchasing and Procurement; and Comply with all Workplace Health & Safety legislation, and other relevant policies, procedures and legislation;
- Follow reasonable directives to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected.

Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as detailed under separate official delegation instructions through the Chief Executive Officer.

Selection Criteria

Essential

1. Strong supervisory skills and experience leading a multidisciplinary team
2. Extensive knowledge of relevant industry standards
3. Demonstrated ability to lead and gain cooperation from and work cooperatively with other employees, contractors, consultants, and the public
4. A demonstrated ability to deliver capital projects and achieve stated outcomes within a set timeframe.
5. Knowledge of, or the ability to rapidly acquire knowledge of Workplace Health and Safety Requirements, Disability requirements, Fire Management and Evacuation Plans

Qualifications

- Relevant tertiary qualification or other appropriate training and experience in facility management.

Position Specific Conditions

- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening
- The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment as well as
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

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| I have read and understood the above Position Description | | | | | |
| INCUMBENT NAME | | SIGNATURE | | DATE | |
| SUPERVISOR NAME | | SIGNATURE | | DATE | |