



POSITION DESCRIPTION

Senior Manager Properties & Assets

Reports to: General Manager Operations

Department: Buildings & Properties

Classification: Non-Executive Officer

Location: Mildura

About SuniTAFE

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

Our Values

SuniTAFE's values and behaviours ensure quality education outcomes by setting out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.



Position summary

Reporting to the General Manager, Operations, the Senior Manager Properties & Assets provides leadership in relation to the development and implementation of SuniTAFE's property and asset management strategies. This position manages the current and future requirements of the institute,

aligning them to relevant building regulations, supported by high quality asset management policies, processes, systems, and data to achieve optimal practices for SuniTAFE's assets that aligns with the requirements the Asset Management Accountability Framework.

The Senior Manager, Properties and Assets is also responsible for the effective operational management and utilisation of the Residences staff, the management of Institute vehicle and oversight of elements of the Institutes OHS Strategies.

The Senior Manager, Properties & Assets will bring a holistic view of the management of sustainable and effective asset solutions for now and future requirements.

Key responsibilities

- Lead, manage and develop an annual Institute maintenance program and capital works program.
- Lead, mentor/coach a team through the provision of clear objectives, workgroup plans, timely advice, and feedback thus ensuring the ability of all team members to have the skills and knowledge to understand the responsibilities of their role, pivot with change, contribute effectively and produce a consistent service.
- Provide a high level of strategic advice and operational knowledge, skills and experience to inform strategic planning and promote sound asset management practices.
- Monitor relevant industry data, and legislative and policy frameworks relevant to asset management, and provide timely and predictive advice to Leadership to enable SuniTAFE to anticipate and respond to change.
- Ensure team communication to the business is informed and accurate, and work proactively with other departments to ensure consistent information is provided.
- Establish, monitor, review and report against project budgets to ensure compliance with financial and reporting policies and procedures.
- Ensure long term asset management and financial planning across the portfolio.
- Provide expert input to assessments of assets and economic evaluation of alternatives for systems and augmentation.
- Oversee the management of SuniTAFE's fleet of vehicles including acquisition and disposal as required.
- Manage service contract arrangements, including cleaning, air-conditioning, lifts, fire, security and essential services to ensure compliance, financial responsibility and value for service is provided
- Manage and audit the provisions of contracted services to ensure that services are delivered in accordance with contract specifications and that all KPIs are achieved.
- Oversee the management of the Institutes key issue register, purchase of replacement keys and room hire
- Analyse and provide advice regarding the effective usage of power, gas and water across the Institute.

- Ensure sound understanding of plant and equipment throughout the campus
- Manage the maintenance of all SuniTAFE buildings across all campuses ensuring that all buildings meet essential service maintenance requirements and all facilities are OH&S compliant.
- Prepare proposals for capital expenditure and minor works, using cost benefit analysis techniques to enable timely decision making by executive and ensure consistency with budget.

Manage the operations of the Institutes Residences on site accommodation.

- Manage the Timetabling and Accommodation Officer and resources in the provision of the services to the Institute's community.
- Assist the Timetabling & Accommodation Officer with respect to more complex social and disciplinary issues that may arise from time to time with the Residences

Manage the operational components of the Institutes WH&S priorities.

- Manage the day to day needs and responsibilities of the Senior OHS Consultant
- Work closely with the Senior OHS Consultant and Manager Wellbeing and Safety to ensure SuniSAFE OHS requirements are clearly communicated and enforced
- Report to the GMO in respect to the various OHS reporting requirements including Hazards, Incidents and mitigation strategies and other data as required.

Act in accordance with SuniTAFE values – Relationships, Integrity, Accountable and Improvement including:

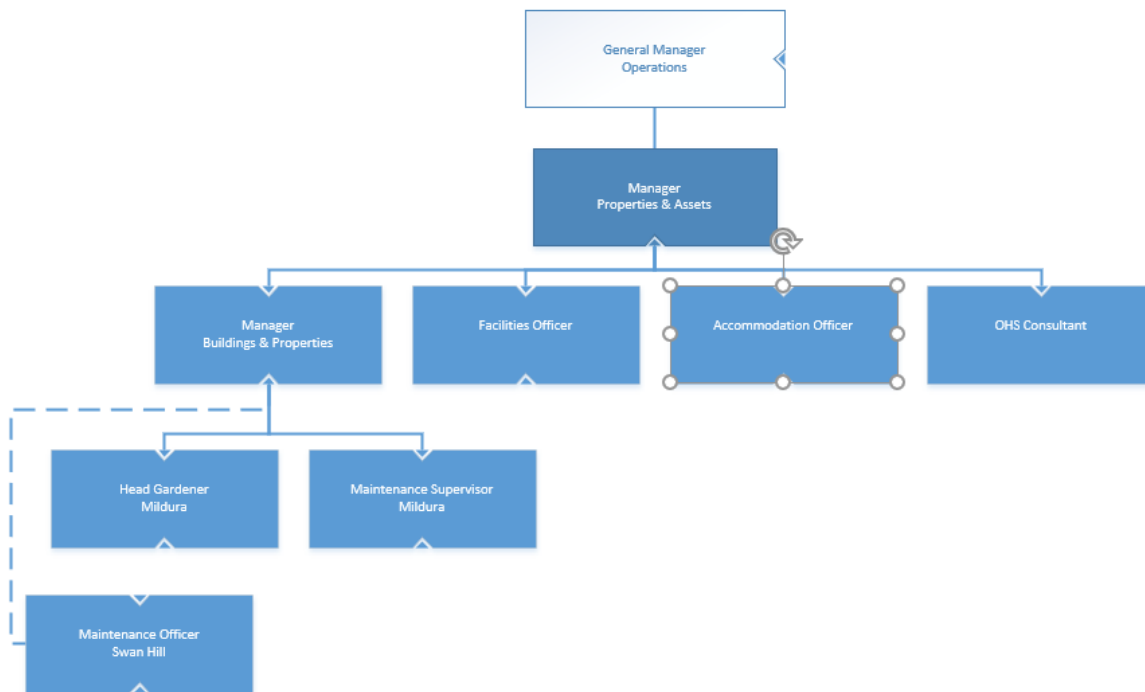
- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's annual Workplan and Performance Review process.
- Participate in all team based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Ensure compliance with SuniTAFE's Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.

- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

Knowledge, skills and abilities

- An appropriate tertiary qualification or extensive applicable experience
- Several years' experience in a leadership / management role
- Extended experience in asset management of building assets or equivalent assets
- Strong understanding of ISO 55000, relevant legislation, asset management policies, asset management strategies, asset management systems, and Department of Treasury and Finance (DTF) Asset Management Accountability Framework.
- Lateral thinking ability and a focus on continuous improvement
- Experience in the development of sustainable asset investment plans
- Financial and Business acumen
- Demonstrated highly developed oral and written communication and presentation skills
- Ability to engage and build relationships with both technical and non-technical stakeholders.

Organisational structure



Organisational relationships

Subordinates	Key Relationships	
	Internal	External
<ul style="list-style-type: none"> Facilities Manager Facilities Officer Timetabling & Accommodation Officer Senior OHS Consultant 	<ul style="list-style-type: none"> CEO General Managers Manager Wellbeing and Safety Senior Leadership Team Project Reporting Team 	<ul style="list-style-type: none"> DET Contractors

Key selection criteria

- An appropriate tertiary qualification or extensive applicable experience
- Several years' experience in a leadership / management role
- Extended experience in asset management of building assets or equivalent assets

- Strong understanding of ISO 55000, relevant legislation, asset management policies, asset management strategies, asset management systems, and Department of Treasury and Finance (DTF) Asset Management Accountability Framework.
- Lateral thinking ability and a focus on continuous improvement

The successful candidate will be required to provide:

- *A successful criminal record check which is less than 6 months old; and*
- *A working with children check.*

Additional Information

- SuniTAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply.
- SuniTAFE promotes the safety, wellbeing and inclusion of all children including those with a disability.
- Position, requirements, classification skill level required and conditions in accordance with Sunraysia Institute of TAFE (PACCT) Enterprise Agreement 2021.