



POSITION DESCRIPTION

Manager Facilities

Reports to: Senior Manager Properties & Assets

Department: Buildings & Properties

Classification: PACCT 7

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.



Primary objectives

- Manage the facilities of the Institute in regard to cleaning, maintenance, grounds and minor capital works for the Mildura Campus, TAFE Farm and Swan Hill Campus.
- Manage of building contracts/service providers.

- Manage the implementation of maintenance programs.
- Provide reporting on maintenance issues, upcoming works and relevant schedules.
- Conduct audits and regular inspections on all facets of facilities operation, ensuring properties are kept clean, safe, and well maintained.
- Ensure security of the building is maintained and procedures are followed.
- Assist with the implementation and manage TAFE's Asset Management System.

Position summary

The position reports directly to the Senior Manager – Properties & Assets and is responsible for managing maintenance and minor works to ensure that the Institute's facilities and grounds are well maintained and provide a safe workplace for staff.

The Facilities Manager ensures that the facilities management practices of the Institute are regularly monitored to maintain their relevance to the current and future needs and current building regulations. This includes implementing and maintaining a facilities management system in order to control daily maintenance and scheduled maintenance. The storage of AutoCAD drawings is also part of the system.

This position will require work outside of scheduled hours, including attending fire alarms, security issues and allowing access for contractors completing maintenance and minor works.

Key responsibilities

- Manage and develop an annual Institute maintenance program and provide input into capital works program.
- Organise and lead special project requests and cyclic maintenance during teaching breaks.
- Manage the maintenance of grounds and gardens at the Benetook campus, Mildura farms and Swan Hill Campus.
- Ensure the maintainance of Institutes facilities are to a high standard, providing a safe and pleasant working environment for staff, students and visitors.
- Develop, implement and maintain an efficient waste management and recycling program.
- Develop and monitor a five year maintenance plan, which is also used for budgeting purposes.
- Promote and encourage the implementation of Managing Diversity principles and actions as stated in the Institute's Managing Diversity and Disability Action Plans.
- Ensure that the Institute's emergency services program is carried out in accordance with current regulations.
- Develop, implement and monitor the cyclic maintenance schedule.

- Develop, monitor and maintain accurate records of maintenance works performed at the Institute.
- Develop, implement and maintain, with appropriate records, the Essential Safety Measures Maintenance Manual for the Institute, as detailed in the Victorian Building Commission Essential Safety Measures.
- 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.
- Develop procedures and programs to continually improve the effectiveness and efficiencies of cleaning, maintenance and grounds staff.
- Ensure sound understanding of plant and equipment throughout the campus.
- Regularly monitor and audit the provisions of contracted services to ensure that services are delivered in accordance with contract specifications and that all KPIs are achieved.
- Operate the Institutes Building Management System (BMS), ensuring the BMS is working to its optimum level.
- Manage the Operation of the institutes Fire Alarm System, ensuring that the system is maintained and functioning.
- Organise relevant staff, to set up equipment and furniture for specialised functions, meetings and events (e.g. Awards nights, open day, students organised functions etc.).
- Be the first point of call for all security related issues on the campus.
- Liaise with Institute staff to follow up on various maintenance requests, and to ascertain the most time and cost efficient methods of operation.

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

- Relevant tertiary or trade qualifications in a Facilities related discipline; or significant demonstrated industry experience involving building services.
- A Construction White Card
- Strong understanding of building codes, and the technical aspects of building management.
- Work as part of a team maintaining Occupational Health and Safety compliance including regular inspections and working with contractors and report Occupational Health and Safety Issues to leadership and the Health and Safety Representative.
- Organisation, time management, prioritising and the ability to handle a complex and varied workload.
- Strong written and verbal communication skills.
- Demonstrated ability to work as a flexible member of a dynamic team.
- High level interpersonal and communication skills, including the ability to establish strong links with key stakeholders.
- Skilled user of technology including the Microsoft office suite and experience with Facilities Management information systems (or similar).
- An 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.
- Construction White Card.

Organisational relationships

Subordinates	Key Relationships	
	Internal	External
<ul style="list-style-type: none"> • Facilities Officer • Maintenance Supervisor • Maintenance Officer • Head Gardener 	<ul style="list-style-type: none"> • Senior Manager Properties & Assets • Facilities Officer • Accommodation Officer • Manager Work Health & Safety • Properties & Assets Coordinator • Teaching staff • Administration staff 	<ul style="list-style-type: none"> • Contractors • Consultants

Key selection criteria

- Relevant tertiary or trade qualifications in a Facilities related discipline; or significant demonstrated industry experience involving building services.
- Demonstrated experience in contractor management.
- Demonstrated ability to handle a complex and varied workload in a team environment.
- High level interpersonal and communication skills, including the ability to establish strong links with key stakeholders.
- Demonstrated skills in the use of technology including the Microsoft office suite and Facilities Management information systems (or similar).

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.

Systems Access Level:	HR employee
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