

Position Title	Facilities Manager
Portfolio	Corporate Services
Division	Facilities
Department/Cost Centre	Facilities - 05200
Classification	Specialist Staff Level 8
Position Number/s	101105
Reporting to	Executive Manager - Corporate Services
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability. Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

The Facilities department services the diverse needs of the Institute by managing and maintaining Institute buildings, plant and equipment, grounds and facilities used in the delivery of services to a diverse range of users in multiple locations. The Institute operates from the Warrnambool, Hamilton, Portland, Colac and Glenormiston campuses as well as the Sherwood Park Training Facility.

The department provides efficient and effective services consistent with the guidelines of relevant and appropriate legislation and in a manner which ensures the Institute complies with sustainable and environmentally sensitive practices. The department provides but is not limited to:

- Building, property, grounds and asset maintenance;
- Fleet management including an on- line fleet vehicle booking system;
- Supply distribution;
- Capital works delivery;
- Staff security and access & general building security;
- Essential Safety Measures Management (ESMs);
- Cleaning Management;
- OHS Services;
- Contractor Management;
- Utilities Management;
- Waste Management;
- Emergency Management;

- Resource Management.

Position Overview (Your Opportunity)

The Facilities Manager provides strategic leadership and operational management of all TAFE properties, buildings and infrastructure assets.

The Facilities Manager is responsible for:

- The planning and implementation of cost-effective and quality facility services at all campuses including maintenance, cleaning, security, waste removal, car parking, utilities management, vehicle fleet services and signage.
- Management of facilities master planning, capital works projects, new buildings, facility leases and refurbishment projects.
- Senior level interaction and negotiation with service providers, regulatory authorities, government bodies and internal clients.
- Developing policies and procedures in order to improve the performance of the Facilities Department.

The Facilities Manager operates with a high level of autonomy and is expected to display significant initiative, sound judgement, and reliable leadership and management in carrying out the requirements of the position.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation.

These accountabilities include but are not limited to:

Your Position

- Prepare, develop and implement the Institute's Facilities Master Plan in line with the organisations strategic plan.
- Provide high level strategic advice on current and emerging legislative and industry-wide facilities related issues to enable the Institute to respond effectively to change and meet emerging requirements.
- Prepare proposals for capital expenditure and minor works, using cost-benefit analysis techniques to enable timely decision making by senior management and to ensure consistency with budget.
- Develop annual budget submissions for the Institutes facilities requirements and exercise control measures as necessary to ensure works are completed on time and within budget.
- Co-ordinate the preparation of all necessary documentation required to tender for the provision of facilities management services for all campuses.
- Conduct high level negotiations with external providers of facilities management services to achieve prompt, reliable, cost effective, quality services to the Institute.
- Negotiate rental and lease contracts with external agents and vendors to ensure cost effective, low risk terms, which protect the Institute's interests.
- Oversee the engagement of contractors in accordance with Institute policy to undertake facilities related works.
- Undertake risk analysis and develop risk minimisation strategies appropriate to the Institute's facilities requirements.
- Implement and monitor programs which ensure full compliance by the Institute with all relevant local regulations and State and Commonwealth legislative requirements.
- Ensure all buildings meet essential service maintenance requirements and all facilities are OH&S compliant.
- Undertake the active role of fire warden, and have a sound knowledge of evacuation procedures and in particular the evacuation of disabled persons.
- Ensure that policy development and the implementation of procedures is consultative, timely and promotes a clear understanding of Institute processes.

- Staff management of the Facilities Department including the conduct of performance management reviews, and professional development, to ensure optimum performance within a team environment
- Liaise extensively with the Institute Management Group to ensure the department is providing appropriate, effective and timely services and that strategies and protocols are understood, implemented and maintained
- Proactively lead and implement OH&S policy, procedures and processes throughout the Institute and team ensuring accountability, performance, knowledge and responsibilities are upheld
- Build relationships and networks, including being an active member of the Victorian TAFE Facilities Managers network
- Research, develop and implement guidelines and procedures relevant to divisional operations and maintain quality assurance processes to ensure compliance with relevant legislation, policy and procedure and the Institute's Code of Conduct

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seeks appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Proven Facilities Management experience, preferably within an educational / public sector environment.
- Demonstrated experience in the supervision of building works, contractor management, and contract preparation/administration. Previous exposure to working with heritage properties is desirable.
- Project Management knowledge, qualification and/or experience
- Working knowledge of Victorian building codes and regulations, Australia Standards, OH&S legislation and Victorian government Asset Management Accountability Framework
- High level interpersonal and communication skills, including the ability to establish strong links with key stakeholders as well as the ability to negotiate effectively and work through issues constructively
- Demonstrated staff management experience

Qualifications and Requirements

Mandatory requirements

- Qualification relevant to facility management or construction project management, together with relevant experience and proven management expertise.
- A current Drivers Licence.
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Significant experience in office administration, preferably within a Facilities Management environment

Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE 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 South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016
- Any member of SWTAFE may be required to work at any site dependent upon business needs

Position Description

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Click here to enter text.	Click here to enter a date.
Approved by	Department Executive Manager	Click here to enter text.	Click here to enter a date.
P&C review	People & Culture		Click here to enter a date.
Agreed by	Incumbent		