



# Position Description

POSITION INFORMATION	
<b>Position Title:</b>	Facilities Manager
<b>Position Term:</b>	Fixed-term 12 month contract with a possibility of renewal/extension or on-going employment
<b>Hours:</b>	0.8 – 1.0 EFT (with some out of hours requirements)
<b>Award:</b>	Health & Allied Services, Managers & Administrative Officers Award – Classification Grade 4
<b>Location:</b>	Position may be based at Lilydale, Belgrave, Healesville or outreach sites according to the needs of the program
<b>Team:</b>	Corporate Services
<b>Reports To:</b>	CEO
<b>Date:</b>	September 2018

## ABOUT INSPIRO

Inspiro is a local, not-for-profit health service providing allied health, counselling, dental and health promotion services to the Yarra Ranges community. Inspiro is committed to providing an equitable, inclusive and respectful service and workplace for all. We embrace differences in health needs, and work to provide individuals and communities the care necessary to lead healthier lives.

### **Our Vision:**

Inspiring healthier lives. Our vision is to inspire as many people as we can to identify and achieve their own health goals.

### **Our Values:**

*Friendly:* we offer a welcoming and accessible place where people are treated with respect and dignity.

*Client centred:* We support the right of each individual to set their own health goals and actively work alongside and empower people to reach them.

*Local:* we provide a strong community membership, board and workforce which keeps us grounded on what is important for clients.

Our work environment is based around the workplace values of respect, recognition, collaboration, openness, integrity and empowerment.

## POSITION SUMMARY

The Facilities Manager provides strategic leadership and operational management of all Inspiro sites, buildings and infrastructure assets, plant and equipment to ensure that program and

service activities are appropriately supported by maintaining a compliant, fit for purpose and safe environment.

This position is responsible for:

- The planning and implementation of cost-effective and quality facilities services at all sites including maintenance, cleaning, security, waste removal, car parking, utilities management, vehicle fleet services and signage.
- Management of capital works projects, new buildings, facility leases and refurbishment projects.
- Developing policies and procedures in order to improve the performance of the Facilities Management function.

## **POSITION RESPONSIBILITIES**

### **Strategic Leadership**

- Develop an annual facilities budget in consultation with the Finance team
- Develop and implement an annual Facilities Plan in line with the Inspiro Strategic Plan
- Work collaboratively to plan, cost and develop a capital works plan
- Prepare proposals for capital expenditure and minor works using cost-benefit analysis, ensuring alignment with the agreed budget
- Liaise with contractors and architects with new building projects, ensuring timelines are adhered to and quality of work is obtained
- Provide strategic advice on current and emerging legislative and industry-wide facilities related issues

### **Operational Management**

- In conjunction with the CEO, develop a work plan for activities that reflect both strategic and operational priorities
- Provide regular reports on the progress of Facilities Management activities for management and other relevant stakeholders
- Develop and implement policies, procedures and work instructions as required to ensure organisational compliance with relevant standards and practices

### **Building and Property Maintenance**

- As required, undertake procurement, installation, operation, repairs and maintenance of:
  - Essential services
  - Buildings
  - Fixed plant and equipment
  - Furniture and fittings
  - Vehicles
  - Grounds
  - Signage
- Co-ordinate all general maintenance as per the Maintenance Register with the externally sourced contractor and ensure timely resolution of issues logged.

- As required, arrange external tradespersons for other maintenance requirements such as electrical, plumbing, locksmith, etc.
- Manage the maintenance and safety of the Lift at the Lilydale/Belgrave sites and attend to any call outs/ lift malfunctions as required.
- Maintain appropriate records to demonstrate compliance against statutory requirements and standards as well as for Accreditation purposes
- Manage and oversee performance of contractors undertaking work on-site, ensuring compliance with organisational policies
- Liaise with third party building users including collocated services and tenants, negotiating and maintaining licence and rental agreements as appropriate
- Arrange quotes for work greater than \$1,000 value. (eg. Re-carpeting, auto opening doors in dental, large electrical jobs)
- Authorise all invoices for maintenance as per delegation of authority
- Maintain the key register for all Inspiro sites (including access cards for Eastern Health)

## **OH&S**

- Be a member of the OH&S Committee, proactively undertake health and safety assessments and implement corrective actions as relevant for the position
- Develop, implement, monitor and review the Inspiro Emergency Management Plan
- Perform the role of Chief Warden and undertake associated responsibilities including:
  - Ensuring emergency and evacuation procedures are in place and regularly reviewed
  - Wardens are recruited and appropriately trained and supported in their roles
  - Ensuring safety and security of all personnel and visitors
  - Coordinating fire and lock down drills
  - Maintaining fire equipment
- Assist in the coordination of Site Inspections and Hazard Audits
- Undertake electrical tagging and testing for all Inspiro sites

## **Fleet Management**

- Oversee the management of the Inspiro motor vehicle fleet and ensure it is maintained in good and safe order
- Coordinate the annual servicing and general maintenance of motor vehicle fleet
- Maintain etags and fuel cards
- Arrange quarterly cleaning of the fleet
- Renew vehicle registration, RACV membership and insurance

## **Security**

To ensure the safety of Inspiro's assets and building security:

- Investigate security breaches as advised by the Security company
- Review security contract as required
- Coordinate staff access to buildings and sites

## **Contracts**

- Review any rental agreements in place in a timely manner
- Review contracts or arrangements for:
  - Waste collection
  - Clinical bins
  - NSP bins
  - Pest control
  - Car park gates
  - Air conditioning
  - Cleaning
  - Security
  - Greasetraps (Belgrave)
  - Lift
  - Photocopier leases
  - Linen delivery

## **Teamwork, Quality Improvement and Professional Development**

- Participate in team and service planning, health promotion activities, policy development and other project activities as required.
- Participate in Inspiro's continual quality improvement program including the development of new practice models and community development approaches.
- Be committed to ongoing professional development and undertake annual mandatory training. Keep up to date with developments and trends within Community Health.
- Participate in the creation of a culturally safe environment for staff, clients and the community in line with Inspiro's commitment to cultural diversity and inclusiveness
- Ensure Inspiro's services are accessible, client focused; developed, delivered and evaluated in partnership with our diverse communities.
- Receive and record any feedback from clients, carers, or members of the community.

## **Occupational Health and Safety**

- Comply with best practice infection control guidelines.
- Comply with all OHS guidelines and contribute expertise when required, to maximizing the safety of staff and clients of the organisation.
- Actively participate in education related to emergency procedures and in some circumstances, first aid courses
- Report any real or potential hazards to staff, clients, visitors or the community
- Report any adverse outcome or near miss experienced by the client so that strategies can be implemented to prevent recurrence.

## **PERFORMANCE OBJECTIVES AND INDICATORS**

- Activities in the agreed work plan are completed within identified timelines
- Appropriate records are maintained and statutory compliance obligations met
- Timely resolution of maintenance requests

### **Quality Improvement and Evaluation**

- Evidence of participation in quality improvement activities
- Evidence of participation in professional development activities relevant to the position

Performance objectives and indicators will be discussed with your manager and a workplan developed.

## **KEY SELECTION CRITERIA**

### **Qualifications**

- Trade qualification (eg builder, carpenter, etc) or qualification in property/facility management is desirable

### **Experience**

- Relevant and recent experience in a comparable role
- Project management knowledge and/or experience
- Experience in OH&S is desirable

### **Skills**

- High level interpersonal and verbal communication skills
- A high standard of report writing and written communication skills
- Demonstrated ability to engage with people including well developed negotiation and conflict resolution skills
- Ability to work independently, be self-directed, set priorities and manage competing demands
- Ability to apply and engage teamwork approaches as required
- Well-developed problem solving skills
- Ability to adapt and respond to a changing environment

### **Mandatory**

- Current Victorian Driver's Licence and the ability to drive a range of vehicles as required
- Current Working with Children's Check valid for employment purposes.

Employment is subject to a police check. Persons who have worked overseas may be required to obtain an international police check.

## **ACKNOWLEDGEMENT**

I acknowledge and agree with the above position description.

Signed:

Employee Name:

Date: