

Job Description

VENUES WEST

Position details:

Title:	Facilities Coordinator	Position Number:	03308/03309
Classification:	Level 5		
Branch:	Facilities Management		
Directorate:	Portfolio Management		
Award/Agreement:	Public Sector CSA Agreement and GOSAC Award 1989		
Reports to:	Manager Facilities		
Direct Reports:	Workshop Supervisor Mechanical Maintenance Officers Maintenance Officers		
Special Conditions:	Wear personal protective equipment as required		

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

The VenuesWest Way guides the way we work and the way we model our behaviour.

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:



About the Directorate

The Portfolio Management Directorate is responsible for providing asset management, asset planning, redevelopment and capital upgrade programs whilst managing infrastructure services.

About the Role

The Facilities Coordinator manages the implementation of maintenance programs and coordinates strategic asset management and facilities planning as it relates to VenuesWest assets to maximise positive industry and community venue experiences and to ensure compliance with relevant standards, codes, regulations and legislation.

About the Responsibilities

VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

Asset Planning

- Coordinates strategic asset management and facilities planning in relation to acquisition, management and maintenance and ensures compliance with Australian Standards and other relevant technical, public health and safety standards, occupational safety and health regulations and sustainability principles.
- Assists with the development and implementation of the Capital Investment Plan (CIP) to align with the organisational Strategic Asset Plan.
- Develops and manages cost effective cyclical maintenance programs.
- Undertakes regular inspections of buildings, plant and equipment.
- Maintains and develops the key registers, security and access control systems for venues, as they change and evolve.
- Produces corporate office access cards, including maintenance of access levels.
- Keeps up to date with changes in relevant legislation and regulations and trends in building services maintenance and servicing.
- Develops procedures to ensure the asset management framework reflects strategic priorities and objectives.
- Manages the maintenance and services systems within policy procedures and guidelines to ensure that asset information is accurate and reliable.
- Ensures all expenditure is compliant with financial accounting and quality assurance procedures.
- Ensures sustainability principles that are reflected in policies, procedures and in government strategy and objectives are complied with.

Repairs and Maintenance

- Coordinates, schedules and delivers programs for preventative maintenance as well as the emergency and reactive repairs and maintenance of Venues assets and facilities ensuring compliance with relevant standards, codes, regulations and legislation.
- Plans and delivers the preventative maintenance programs for VenuesWest's venues and assets.
- Investigates and manages reported faults and takes appropriate action to rectify the situation.
- Assists in the delivery of capital works and minor works projects as required.
- Inducts and supervises contractors for building and equipment repairs, maintenance and installation works and ensures works are completed in compliance with relevant standards, codes, regulations and legislation
- Manages and monitors the performance of maintenance and services related contracts (e.g. gardens, grounds, turf management, mechanical services, pest control)
- Ensures facilities are compliant with relevant Australian Standards, technical, public health and safety standards, occupational safety and health regulations and sustainability principles.
- Monitors the effective maintenance, appearance and presentation of grounds and gardens.
- Monitors and reports the sustainable, efficient use of plant, equipment, energy and utilities
- Provides after hours emergency support, on a roster basis.
- Undertakes regular inspections of buildings, plant and equipment.



Management and Supervision

- Participates in the Co-ordination of the Facilities Management team including human, financial, technological and physical resources.
- Participates in the formulation of the Directorate Business Plan in line with corporate direction, policies and strategies.
- Manages the induction, training, scheduling and performance of staff and contractors, ensuring that they complete 'safe work' documentation and work safely whilst performing tasks.
- Ensures staff under supervision are appropriately inducted, trained, encouraged and performance managed
- Assist with budget preparation, raises purchase requests, codes and approves expenditure within the Delegation Instrument and monitors and reports on financial performance within budget constraints.
- Utilises the maintenance management system (MEX) for recording, implementing and actioning works and services programs and managing job allocations and completion.
- Collectively, with the Facility Management team, maintains, upgrades and uses the computerised Building Management System/s to effectively operate and monitor venue building services

Occupational Safety and Health

- Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed.

Other

- Represents VenuesWest in negotiations, discussions and consultations with customers, suppliers and stakeholders.
- Liaises with other Directorates to ensure the enhancement and successful delivery of building services.
- Attendance to staff meetings
- Other duties as required.

About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Previous relevant experience and sound technical knowledge in facilities and building operations, asset planning, maintenance and contract management, including:
 - a. Previous experience supervising a team of trade-persons/contractors
 - b. Understanding of energy and utility management and evaluation of building performance
 - c. Experience in the implementation of effective resource management
2. Understands strategic objectives, trends and factors that may influence work plans; Draws on information from a range of sources; Analyses and works within agreed guidelines to make decisions and incorporates outcomes into work plans.
3. Identifies and uses resources wisely; Evaluates performance to identify need for change; Demonstrates flexibility with changes in priorities and focuses on quality whilst seeing tasks and projects through to completion.
4. Builds and maintains relationships with stakeholders, team members and colleagues; Consults and shares information; Values individual differences and diversity and takes responsibility for delivering high quality customer focussed services.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of conduct; Takes responsibility for mistakes; Takes initiative to progress and complete work and reflects on own behaviours.
6. Communicates and influences effectively both orally and in writing, presenting messages confidently, listening to differing ideas and presenting persuasive counter arguments in negotiations.



7. Defines and clearly communicates roles and responsibilities; Negotiates and monitors performance standards and provides regular feedback to build on strengths; Guides the team and achieves results; Actively promotes and communicates change to employees.

The following *desirable* capabilities are to be addressed in the context of the responsibilities of the position:

1. Experience in commercial swimming pool maintenance.

Qualifications / Certifications

Essential:

- Current WA Drivers Licence (C Class minimum)
- Enter and Work in Confined Spaces (RIIWHWS202D); or capacity to obtain within 3 months of commencement
- Work Safely At Heights (RIIWHWS204D); or capacity to obtain within 3 months of commencement
- WA Construction Industry White Card (Work Safely in the Construction Industry); or capacity to obtain within 1 month of commencement
- Self-Contained Breathing Apparatus Certificate; or capacity to obtain within 3 months of commencement

Desirable:

- Trade qualification in an electrical, mechanical or related discipline
- WorkSafe ‘License to Perform High Risk Work’ for Elevated Work Platform Boom Type (WP)
- High Voltage Switching Operations Certificate

Employment Conditions and Eligibility

Appointment to this position is conditional upon:


- providing appropriate evidence of the ‘Right to Work’ in Australia
- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

Important note: The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362.

Certification:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.		
Gary Conyard A/Director Portfolio Management		Date Approved: 8 / 2 / 2022
As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Employee Name:		Date Appointed:/...../.....
Signature:		Date Signed:/...../.....



