

MANAGER MINOR WORKS AND ASSETS (POSITION #03331)

VENUES WEST

AWARD CLASSIFICATION	GOSAC, Level 7	ANZSCO	133211
DIRECTORATE	Portfolio Management	BRANCH	Minor Works and Assets
LINE MANAGER	Director Portfolio Management	DIRECT REPORTS	4
SPECIAL CONDITIONS	N/A		

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 Manager Minor Works and Assets leads and manages the strategic asset management and facilities planning relative to the Building Condition Assessment (BCA) registers as it relates to VenuesWest assets to maximise positive industry and community venue experiences to ensure compliance with relevant standards, codes, regulations and legislation.

ROLE RESPONSIBILITIES

VenuesWest is committed to Equal Employment Opportunity (EEO) and diversity in the workplace and providing a safe and inclusive environment for workers and patrons. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO and Work Health & Safety legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

GENERAL MANAGEMENT AND LEADERSHIP

- Provides leadership for the members of the Facilities Management Branch pertaining to Minor Works and Assets to achieve the Directorate's organisational objectives.
- Contributes to the strategic planning, business planning and policy development for VenuesWest.
- 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.
- Coordinates the venue specific BCA register of works to prepare short, medium and long-term goals and recommendations for asset maintenance and upgrades.
- Facilitates continuous improvement through the ongoing monitoring, analysis and achievement of the Portfolio Management Business Plan, Budget and KPI's, responding proactively and recommends changes when required.
- Assists in the delivery of major corporate projects.
- Works collaboratively to deliver continuous improvement within the Facilities Management Branch to ensure the successful delivery of VenuesWest asset services.

CORPORATE GOVERNANCE, ACCOUNTABILITY AND COMPLIANCE

- Contributes to the development and maintenance of VenuesWest's accountability framework and manages resources to deliver on the expected outcomes and outputs for this position.
- Assists the implementation and evaluation corporate governance practices and systems for the Capital Works branch ensuring compliance.
- Contributes to the identification of risks and manages exposures in relation to risk, liability and safety

- Undertakes regular inspections of buildings, plant and equipment.
- Keeps up to date with changes in relevant legislation and regulations and trends in building services maintenance and servicing.
- 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.
- Manages the Computerised Maintenance Management System (CMMS) MEX, system administration, data base and updates with all assets and PM (planned maintenance) tasks and schedules.
- Manages the Building Management System (BMS), system administration and updates.

CLIENT AND STAKEHOLDER MANAGEMENT

- Positively manages stakeholder relationships and consults and negotiates with a range of external stakeholders including industry representatives.
- Represents VenuesWest in negotiations, discussions and consultation with customers and key stakeholders.
- Works collaboratively to deliver continuous improvement within the Facilities Management branch and across the organisation to ensure the successful delivery of VenuesWest services.
- Represents VenuesWest in relevant stakeholder working groups and committees as required.

DEVELOPMENT AND LEADERSHIP OF PEOPLE AND TEAMS

- Provides effective leadership to ensure your team models the behaviours of the VenuesWest Way.
- Assists in shaping appropriate work cultures aimed at facilitating high performance.
- Undertakes the VenuesWest Performance Development Planning process for the Facilities Management Branch ensuring the people are continually developed and recognised.
- Assists in the delivery of the VenuesWest Workforce & Diversity Plan.
- Works collaboratively as an active member of the Portfolio Management Directorate sharing information and ideas and promoting professional development within the team.
- Manages and monitors the recruitment, induction, training and performance of staff within the team.
- Assists with the implementation of change management strategies required to achieve corporate objectives.

MANAGEMENT

- Directs and manages the planning and implementation of maintenance programs and coordinates strategic asset management and facilities planning relative to the Building Condition Assessment (BCA) registers 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.
- Develops and manages the Asset Management Plans, Life Cycle Costing and monitoring budgets and resources.
- Assists with the management of the portfolio of assets to ensure high quality environmental outcomes are achieved consistent with other leading venue management organisations.
- Informs the content of the Strategic Asset Management Plan in conjunction with the Manager Capital Works
- Collaborates with the Facility Coordinators to ensure the delivery of maintenance programs across the VenuesWest portfolio.
- Develops business proposals and funding requests for upgrade or replacement of assets. (Capital Investment Plan, CIP)
- Updates VenuesWest's capital investment plan for periodic maintenance and asset replacement annually.
- Assists with the development and delivery of the capital works plan and projects as required.
- Contributes to the management of maintenance related contracts and projects including tender specifications, procurement, evaluation, contract award and performance.

- Coordinates the delivery of monthly, quarterly and annual maintenance reports regarding external contractors
- Assists with the dispute resolution processes to resolve problems and issues associated with contractual disputes of maintenance contracts.
- Ensures facilities are compliant to public health and safety standards, occupational safety and health standards and sustainability principles.
- Monitors and reports on the efficient use of plant, equipment, energy and utilities. Incorporates new venues into the VenuesWest asset portfolio establishing and ensuring maintenance management programs
- Manages the development and implementation of asset management standards, processes and procedures.
- Manages and coordinates minor works renewal projects arising from the venue specific BCA registers including preparation of the scope of works, obtaining and assessing quotations, recommending contract award, monitoring progress, quality and compliance by contractors and overall project expenditure
- Plans and delivers the preventative maintenance programs for VenuesWest's venues and assets.
- Inducts and supervises contractors for building and equipment repairs, maintenance and installation work and ensures works are completed in compliance with relevant standards, codes, regulations and legislation.
- Manages the induction, training, scheduling and performance of staff and contractors, ensuring that they complete 'safe work' documentation and work safely whilst performing tasks.
- 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 CMMS (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 CMMS/s to effectively operate and monitor venue building services.
- Provides specialist engineering advice on VenuesWest's assets, projects and related processes and practices.
- Works with the PM Management team to formulate the Portfolio Management Directorate's Business Plan in line with corporate direction, policies and strategies.
- Assists in managing the human, financial, technological and physical resources to achieve the Portfolio Management Directorate Business Plan.
- Develops VenuesWest Board papers and reports pertaining to Facility Management activities and strategies as required.

WORKPLACE SAFETY AND HEALTH

- I take care to protect my own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws.
- Assumes overall responsibility for the prioritisation, maintenance and promotion of a safe working environment and eliminating or minimising risks to health and safety so far as is reasonably practicable.
- Provides the appropriate resources to ensure safety and health initiatives are implemented.
- Ensures that workers and others, within their control, are aware and engaged with WHS programs, relevant workplace policies and procedures.
- Conducts open discussions regarding work health & safety (WHS) matters with workers on a regular basis.
- Maintains a duty of care to themselves, their co-workers, volunteers, patrons, and visitors.
- Reviews and assesses incident, hazard and inspection records to identify casual factors and assigning/ implementing corrective actions.
- 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

- Other related duties, as directed.
- 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
- Implements and participates in the after-hours on call program

ROLE REQUIREMENTS

The following capabilities are to be addressed in context of the responsibilities of the role.

ESSENTIAL

1. Previous relevant experience and sound technical knowledge in facilities and building operations, asset planning, maintenance and contract management, of large-scale complex facilities including:
 - a. Previous experience supervising a team of trade-persons/contractors
 - b. Demonstrated experience in the preparation of scope of works documents and contract management
 - c. Experience in the implementation of effective resource management
2. Inspires a sense of purpose and direction and focusses strategically by understanding the organisation's objectives, aligning operational activities accordingly and providing direction to team members regarding the importance of their work.
3. Establishes clear plans and timeframes for project implementation; Responds to change and uncertainty in a positive and flexible manner; Sees projects and programs through to successful completion whilst achieving quality outcomes.
4. Builds productive relationships internally and externally to facilitate cooperation, partnerships and working collaboratively as a team; Leverages diverse views and perspectives and promotes a culture of quality customer service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Makes decisions for the corporate good without favouritism or bias; Responds to pressure in a controlled manner and continues to move forward despite setbacks.
6. Communicates confidently, concisely and articulately both orally and in writing, approaching negotiations with a strong grasp of the key issues, and striving to achieve an outcome that delivers benefits for both parties.
7. Refines roles and responsibilities and allocates workforce resources to achieve business outcomes and develop team capability; Undertakes succession planning; Provides coaching and leadership to encourage others to strive for ongoing performance improvement and continuous improvement.

DESIRABLE

1. Experience in Building and Asset Management software systems
2. Experience in the maintenance of sports and recreation facilities.

QUALIFICATIONS / CERTIFICATIONS

ESSENTIAL

- WA Construction Industry White Card (Work Safely in the Construction Industry); or capacity to complete within 1 month of commencement.
- Work Safely At Heights (RIIWH5204D); or capacity to complete within 3 months of commencement.
- Enter and Work in Confined Spaces (RIIWH5202D); or capacity to complete within 3 months of commencement.

DESIRABLE

- Tertiary qualification in Business, Management, Engineering or a related discipline.
- WorkSafe ‘License to Perform High Risk Work’ for Elevated Work Platform Boom Type (WP)

ABOUT THE VENUESWEST WAY

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



We champion dreams



We deliver safely



Together we win



We act like owners



We celebrate success

POSITION CONDITIONS AND ELIGIBILITY

Appointment to this position is conditional upon:

- Providing evidence of ‘Right to Work’ in Australia
- Providing evidence of a National Police Clearance (dated within 3 months)

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

David Etherton Chief Executive Officer	
Date JDF Approved	22 May 2024