

## POSITION DESCRIPTION

<b>Position Title</b>	Facilities Manager (North Sydney)		
<b>Organisational Unit</b>	Properties and Facilities Directorate		
<b>Functional Unit</b>	Facilities Management North Sydney		
<b>Nominated Supervisor</b>	State Facilities Manager, NSW		
<b>Classification</b>	HEW 7		
<b>CDF Level</b>	CDF2L	<b>Position Number</b>	10608320
<b>Attendance Type</b>	Full Time	<b>Date reviewed</b>	02-OCT-2023

### ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

**Mission Statement:** *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability to grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

Each portfolio consists of several Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the Mission of the University. In addition, Campus Deans focus on the University's local presence and development of the University at the local 'campus' level. For further information about the University please refer to the Organisation Chart.

All our staff contribute to the achievement of our goals set out in the Strategic Plan 2020-2023 and aim to provide high quality services with a strong focus on service excellence. Several frameworks and standards also express the University's expectations of conduct, capability, participation and contribution of staff.

## ABOUT THE PROPERTIES AND FACILITIES DIRECTORATE

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Operating within the Corporate Services Portfolio, the Properties and Facilities Directorate is led by the Director of Properties and Facilities with three distinct operational areas. Facilities management is responsible for campus operations and compliance, while Development and Capital Projects is responsible for space usage & management and design & construction activities. The Director is responsible for overall strategic planning and governance. The three functional areas within Properties and Facilities are:

- The Office of the Director.
- Facilities Management.
- Development and Capitol Projects.

The Properties and Facilities Directorate is a highly visible customer service-centric unit, interacting with a number of internal and external stakeholders and therefore must be presented with the utmost professionalism at all times.

## POSITION PURPOSE

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The main purpose of this position is to manage the day-to-day operation of the campus which will involve the planning, scheduling and programming of multiple property related services, activities and projects. The regular inspection, assessment and rectification analysis of that built environment and its operating systems (BMS), represent a primary element of the role, which in turn helps underpin the business continuity of the Campus and the Portfolio.

The position holder plays an important role in developing and maintaining relationships with university staff, contractors and stakeholders generally across the campus. In addition, the position holder provides support to their Line Manager for the same Position Purpose at other campuses, as and when desired by the directorate.

Staff holding this position will be expected to respond to contact outside of normal hours in the event of a genuine emergency, such as where there is a serious immediate risk to students or major University property. Should circumstances such as the need to attend campus out of hours or if there is a significant ongoing need to manage the event remotely then the payment of overtime may apply in accordance with the Enterprise Agreement.

## KEY RESPONSIBILITIES

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### Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU Strategic Plan 2020-2023](#)
- [Catholic Identity and Mission](#)
- [ACU Capability Development Framework](#)
- [Higher Education Standards Framework](#)
- ACU Service Delivery Model
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence and Academic Career Pathways.
- [ACU Staff Reconciliation Action Plan](#)

The Capability Development Framework in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Responsibility	Scope
Support and assist with the coordination/ reporting of all staff, service agents and contractors on site.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Coordinate, raise, review and reconcile all works performed and Purchase Orders as and when required to support the ongoing maintenance and operation of the campus.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Process, review and report on any WHS/ OH&S issues or concerns and assist with the performance of Risk Assessments where necessary and assist with processing sub-contractor/ service provider compliance information, data and legislative documentation necessary to mitigate operational risk to the organisation.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Manage, operate and maintain, forecast and develop, budgets and expenses to the highest level of compliance and probity at all times.  Prepare and update annually, site specific Standard Operating Procedures (SOP) and ensuring documentation of training plans.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Administer and review service contracts, etc. to ensure that payments are made, and services are rendered as per contractual commitments.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Support and assist with the development and management of an asset register whilst performing condition-based asset assessment and assist in the development and maintenance of Standard Operating Procedures for Facilities Management.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Ensure the retention and structure of all reports, files, folders, registers, contracts, etc. and to communicate with management with regard to expiry and/ or service completion/ contract obligations and manage the procurement process to ensure budget allocations are not exceeded and that corporate compliance standards are maintained through driving value.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Coordinate communications and service enquiries across the campus to ensure that all stakeholders are abreast of developments and maintenance activities.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Manage and undertake procurement activities to meet ACU's Procurement Policy for Planned Maintenance, Reactive Maintenance and capital asset management and replacement.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Be custodian of the local perspective when contributing to national capital asset management and replacement programs.  Work in a team across all local campuses to assist with seasonal and project workload. Provide additional management support during staff leave, as required.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University  The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

## HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to identify and recommend improvements to their supervisor before implementation.
The position needs to build relationships with staff across the organisation to perform their duties.
The position manages the overall operations; budget and/or strategic direction for a functional unit.

## SELECTION CRITERIA

<b>Qualifications, skills, knowledge and experience:</b>	<ul style="list-style-type: none"> <li>• Qualification - A tertiary qualification in a related Building Services discipline with extensive experience in a multi building/site facility management role, underpinned by a thorough understanding and knowledge of the multiple Australian Standards, BCA and Legislative requirements regarding building operations, maintenance, safety and security.</li> <li>• Experience - Strong experience in the management of service providers and contractors in a highly performance-based environment where Key Performance Indicators (KPIs) determine the financial remuneration of vendors and service agents.</li> <li>• Experience - Proven experience in the leadership of Emergency Response, Green Building and WHS committees where the incumbent has been the principal department representative and can contribute with the development of processes and procedures.</li> <li>• Skill - Demonstrated ability to adapt to an ever-changing facility management environment and possess the willingness to work collaboratively in a team environment to achieve work unit objectives.</li> <li>• Skill - Demonstrated high level time management and contractor coordination skills.</li> <li>• Skill - Demonstrated excellent communication, interpersonal and presentation skills.</li> <li>• Experience - Demonstrated experience in maintaining and reconciling budgets and expenditure.</li> <li>• Qualification - Must hold a current and valid Driver's Licence.</li> </ul>
<b>Core Competencies:</b>	<ul style="list-style-type: none"> <li>• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.</li> <li>• Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence.</li> <li>• Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.</li> <li>• Take personal accountability for achieving the highest quality outcomes through understanding the ACU context, self-reflection, and aspiring to and striving for excellence.</li> </ul>

	<ul style="list-style-type: none"> <li>• Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.</li> </ul>
<b>Essential Attributes:</b>	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
<b>Working with Children and vulnerable adults check</b>	This role does not require a Working with Children Check.

## REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart  
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

