



Coordinator Facilities Management

POSITION DESCRIPTION

Position Number:	3771
Portfolio:	Communities
Business Unit:	Parks and Facilities
Team:	Facilities Management
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 7
Reports To:	Manager Parks and Facilities
Revised:	August 2025

General Position Statement:

This position supports Council's direction through the coordination and delivery of facility maintenance operations, capital projects, and asset management initiatives. This role ensures customer-focused, compliant, and cost-effective facility services while leading improvements in operational efficiency and the long-term sustainability of Council's built assets.

Specific Responsibilities:

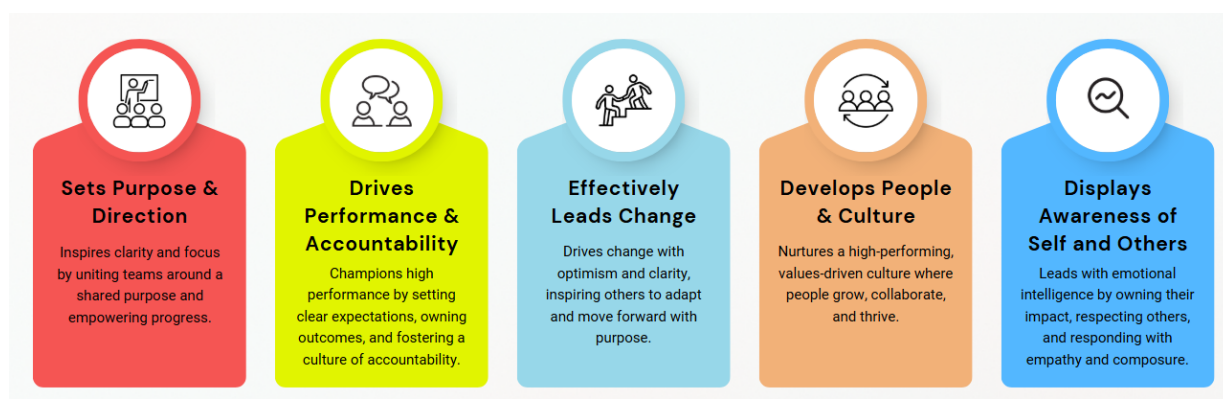
This position has the following responsibilities:

1. Coordinate the operations of Council's Facilities Management team by providing clear direction and support to multi-disciplinary teams to deliver preventative, reactive, statutory, and planned maintenance services aligned with Council's strategic goals.
2. Promote a high-performing, accountable team culture by fostering collaboration and safety, and actively managing performance through regular coaching, feedback, and professional development.
3. Plan and manage minor capital works projects from scoping to completion ensuring delivery within scope, time, budget and compliance parameters, and coordinating cross-functional resources as required.
4. Manage the development, implementation, and review of policies, procedures, and frameworks related to building services, maintenance, cleaning, and playground inspections to improve efficiencies, compliance and service quality.
5. Optimise asset management and maintenance practices by leveraging Councils systems and mobile technology to capture condition data, automate workflows, monitor defects, and support data-driven decision making.
6. Develop and manage operational and capital budgets for the team and contribute to the preparation of forward works programs based on condition data and strategic priorities.



7. Manage stakeholder engagement, reporting, and financial planning by maintaining by strong internal and external stakeholders relationships, contributing to the development of forward works programs and defect manuals, and providing accurate reports and technical advice to senior leaderships.
8. Maintain clear and accurate records that support service delivery, transparency, and good governance.
9. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
10. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
11. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
12. Undertake other relevant duties as directed, consistent with skills, competence and training.

Leadership Capabilities:



Position Requirements:

Skills/Competencies

1. Significant working knowledge of relevant local government operations and demonstrated ability to interpret legislative requirements and understand the implications of this legislation.
2. Proven leadership capability and sound knowledge of human resource management principles, with well-developed, interpersonal and problem-solving skills to support effective team performance.
3. Demonstrated high level communication skills, both verbal and written, to maintain effective relationships and to develop well-structured proposals, reports policies, procedures and information for a range of audiences.
4. Demonstrated commitment in the delivery of quality customer service, supported by high level time management, planning and organisational skills.
5. Ability to effectively operate computer systems such as record management, financial, asset, GIS systems, as well as the MS Office Suite, or demonstrated ability to rapidly acquire those skills.





Mandatory Qualifications, Licences and Experience

1. Diploma of Project Management or trade qualification/s and/or significant demonstrated experience, knowledge and skills relevant to the positions requirements and responsibilities.
2. Demonstrated experience in facilities management, including coordinating and overseeing minor capital works projects, with the ability to read and interpret technical drawings and effectively monitor team activities, while providing technical training and mentoring to support capability development within the business unit.
3. Demonstrated contract management and relationship management experience including proven ability to manage third party providers (eg: contractors and consultants).
4. Possess and maintain a current motor vehicle drivers licence.

Desirable Qualifications, Licences and Experience

1. Experience in a local government environment.
2. Experience in a similar role within a large and complex organisation.
3. QBCC Site Supervisors or Builders Licence.

Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an outdoor and office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Knowledge library.





Coordinator Facilities Management

SELECTION CRITERIA

Position Number:	3771
Portfolio:	Communities
Business Unit:	Parks and Facilities
Team:	Facilities Management
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 7
Reports To:	Manager Parks and Facilities
Revised:	October 2025

1. Mandatory Qualifications and Licences:

- **Qualifications and/or Experience** - Diploma in Project Management / a relevant trade qualification and/or have extensive experience and skills that align with the role's responsibilities.
- **Facilities and Project Management** - Demonstrated experience in facilities management, including managing minor capital works, reading technical drawings, overseeing team activities, and providing technical training or mentoring.
- **Contract and Relationship Management** - Experience in managing contracts and working effectively with external providers such as contractors and consultants.
- **Driver's Licence** - Possess and maintain a current motor vehicle drivers licence.

2. Understanding of Local Government and Legislation

- Describe your understanding and/or experience working within local government and your ability to interpret and apply relevant legislation.

3. Leadership and People Management

- Provide examples of your leadership experience and how you've applied HR principles and your well-developed interpersonal and problem-solving skills to support effective team performance and build high-performing teams.

4. Communication Skills

- Share examples of how you've used high level written skills to develop well-structured documents, reports, procedures and information and verbal communication skills to influence, inform, or engage diverse audiences and maintain effective relationships.

5. Customer Service and Organisational Skills

- Explain how you deliver quality service while managing competing priorities and deadlines.

**Suggested approaches to addressing selection criteria include:**

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.

