

POSITION DESCRIPTION

Date	March 2025
Position Title	Facilities and Maintenance Co-Ordinator (12 months Parental Leave cover)
Reports to (position title)	Building & Facilities Manager
Department	Facilities and Maintenance

ORGANISATIONAL CONTEXT

bestchance Child Family Care is an independent, not-for-profit, community organisation operating across 17 locations in Victoria and a Head Office in Glen Waverley.

bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services. The range of programs delivered include Early Childhood Education and Care (ECEC), Kindergarten, Child Care; Children’s Therapy, Parent and Child Support, Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning difficulties.

These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.

bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

PURPOSE

Providing care, support and education to children, families and communities to reach their full potential.

VISION

Making a real and lasting impact for every child, family and community we support.

VALUES

- Safety Always
- Integrity and Accountability
- Respect and Inclusion
- Innovation and Improvement

Collaboration and Courage

POSITION PURPOSE

To provide support to the Building and Facilities Manager in all aspects of building and facilities functions ensuring the safety and functionality of all bestchance owned and leased facilities. Duties include liaising with building owners and contractors, co-ordinating scheduled maintenance work, maintaining records, and supporting the Building & Facilities Manager in safety inspections.

KEY RESULT AREAS AND RESPONSIBILITIES

- Manage the Maintenance Request log, which entails property maintenance requests relating to buildings, grounds and facilities of bestchance including liaising with Council/landlord as site owners and managers as Program owners and
- Provide administrative support to the Building and Facilities Manager in the following areas, but not limited to:
 - ensuring compliance with essential safety measures and building regulations at all times
 - procurement and management of the delivery of all relevant service contracts such as: cleaning, grounds, waste, fire, roof, pest control, alarm monitoring
 - communicating with Co-ordinators of childcare / kindergarten / site access
 - monitoring and management of key register for properties for contractors
 - coordinate and manage contractors and suppliers (carpentry, joinery, tiling, painting, gardening and plumbing) required to perform works at bestchance sites within bestchance contractor compliance process
 - maintenance of proper record keeping for facilities and maintenance department such as lease agreement, insurance covers, etc.
- Conduct weekly site visits to bestchance facilities as directed by the Building & Facilities Manager
- Ensure all contractors are inducted, have relevant insurances and adhere to the requirements of induction policies
- Oversee the coordination and activities of all facilities and service contractors on site to ensure works are completed in a timely and efficient manner, with minimal disruption to the operation
- Assist with capital works projects and coordinate trades as directed by the Building & Facilities Manager
- Contribute to the identification of OH&S risks and ensure all OH&S matters are promptly addressed and reported in line with legislative requirements to ensure the safety and welfare of all staff and clients
- When the need is evident or as directed by the Building & Facilities Manager, to undertake additional duties and/or provide assistance and general support to other positions consistent with the role previously described
- Foster a collaborative and supportive work environment, cultivating a safety culture

KEY SELECTION CRITERIA

- Excellent verbal and written communication skills for interacting with staff, vendors, and stakeholders and the ability to build positive relationships
- Ability to prepare reports and documentation
- Proficiency in organising maintenance schedules to ensure that all tasks are completed on time, within relevant permit constraints and budget, and to the highest of standards
- A passion to contribute to the employee experience within a values-based, not-for-profit organization
- Ability to communicate effectively in verbal and written communication with a range of people including

Ability to work cooperatively with staff, landlord, Council representatives and trades people, in the management of maintenance for all building and facilities within the portfolio.

REQUIRED EXPERIENCE AND QUALIFICATIONS

- Experience in administrative or related role.
- Understanding of key responsibilities of Landlords (Private / Government Local council vs Lessees being (bestchance)
- Demonstrate excellent organisational and time management skills.
- Practical experience with facilitation of facilities and maintenance tasks will be advantageous.
- Ability to work independently and co-operatively in a team environment, with an innovative and flexible approach to work
- High level computer skills such as MS Office products – MS Words, Outlook, and SharePoint.
- Sound administration and organisational skills, including the ability to work effectively with Councils and external agencies
- Experience within the Not-for-Profit sector would be preferable but not mandatory.

Other

- Current Victorian Drivers Licence
- Valid Working with Children's Check (Employee)
- Satisfactory National Police History Check