

Position Description – Facilities Coordinator

POSITION DETAILS

Department / Team: Facilities	Reports to (title): Office and Facilities Manager
# Direct Reports: 0	# Indirect Reports: 0
Location: 140 Creek St,	Salary Banding: AO5

THE CROSS RIVER RAIL PROJECT

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD that will unlock a bottleneck at the core of the rail network and will transform the way we travel across the whole of Southeast Queensland.

It will include four new underground stations – at Albert Street, Boggo Road, Roma Street and Woolloongabba - through the middle of Brisbane, provide new above-ground stations at the RNA Showgrounds and Dutton Park, upgrade six stations between Fairfield and Salisbury, deliver three new stations on the Gold Coast and introduce a new world-class signaling system to the wider SEQ rail network.

Once Cross River Rail is operational, journeys will be quicker, stations will be in more convenient locations and there will be capacity to increase train services as our population grows. Making public transport a more viable option for the whole region and helping to ease congestion on our roads.

Further Information: www.crossriversrail.qld.gov.au

OUR VALUES & BEHAVIOURS



WE COLLABORATE

- We treat each other with respect and speak up when this doesn't happen.
- We share information to help everyone be successful.
- We have honest conversations, no agendas or surprise.
- We are curious, asking questions to understand.
- We work through issues together and help each



WE INNOVATE

- We are inclusive, listening to and encouraging differing views.
- We challenge and push the boundaries.
- We apply and share our knowledge to do better.
- We seize our opportunity to set new standards and benchmarks



WE DELIVER

- We act safely at all times.
- We do what we say we will do and when we will do it.
- We understand our individual role and how it fits into the project's success.
- We take responsibility for our work and speak up when we need help.
- We are committed to continuous development and take every opportunity to review, learn and improve the way in which we are delivering the project

ROLE OVERVIEW

The purpose of the position is to coordinate and provide business support to the Integrator team. This includes the delivery and coordination of facilities, meetings, equipment and supplies to deliver an environment for staff productivity, wellbeing and to meet health and safety standards.

The position reports to the Office and Facilities Manager.

KEY RESPONSIBILITIES

Responsible for coordinating day-to-day office management, and facilities matters including making recommendations for cost effective use of space and equipment.

- Coordinate and problem solve office management matters and building-related services, including planning and delivering installations, refurbishments, maintenance and repairs and ensure all works are undertaken such as to minimise or eliminate disruption to staff.
- Develop and deliver administrative systems and process to support the delivery of allocated tasks, which may include maintenance registers and cost tracking spreadsheets.
- Coordination of the PPE & Induction register and responsibility for office first aid kits, equipment and supplies to meet health and safety standards in consultation with the Safety Functional Lead and environmental standards.
- Maintaining and coordinating contractor and service provider relationships including cleaning, stationery, shredding etc as required
- Coordination and support for onboarding and offboarding of team members including
- Issuing temporary and permanent access cards
- First day set up and safety induction
- Coordinate meeting rooms and team events, calendars, logistics and setting up of IT equipment as required.
- Management of the facilities inbox / ticketing system to ensure issues raised are dealt with in a timely manner.
- Provide Facilities support arising from Ticketing System requests and telephone inquiries and problem solve and assist with issues as reported by staff.

KEY COMPETENCIES

The successful candidate will be able to demonstrate the following key competencies:

- Demonstrated experience in delivering facilities management support including the ability to problem solve semi-complex facilities issues.
- Well-developed proficiency to apply optimisation of office resources such meeting rooms, PPE, floor space etc to meet defined goals of the Integrator.
- High level of competency across the use of Microsoft technologies (Windows 10, Office 365, etc) alongside general computer troubleshooting awareness and high capacity for learning new software.
- Excellent verbal and written communication including high level of competency in the Microsoft Office Suite – PPT, Word, Excel, SharePoint, etc with ability to create fit for purpose reporting and presentations
- High level ability to meet multiple organisational targets and desired outcomes through establishing and



maintaining effective and efficient practices and systems both autonomously and as part of a small team.

- Demonstrated highly developed interpersonal, consultation skills, with the ability to understand customer requirements, negotiate, influence and maintain effective relationships with a diverse group of stakeholders