

# POSITION DESCRIPTION

## CORPORATION OF THE CITY OF UNLEY

### 1. JOB IDENTIFICATION:

**Title of Position:** BUILDING & FACILITIES LEAD

**Business Unit:** CITY ASSETS

**Reports to:** MANAGER CITY ASSETS

**Classification:** MOA 7 or MOA 8

### 2. POSITION OBJECTIVES:

- Provide strong leadership, direction and people management competencies to direct reports, with a high level of technical expertise, to deliver the required outcomes expected of the Buildings & Facilities Team.
- Champion, role model and embed a culture of excellence to ensure a high level of efficiency and management of resources to deliver Council's goals and objectives relating to the area of responsibility to a high standard.
- Develop, manage and deliver Council's adopted annual buildings and facilities new capital and renewal programs.
- Develop and ensure the delivery of Council's annual buildings and facilities programmed maintenance schedule.
- Assist the City Assets Team with undertaking regular reviews, updates and amendments of Council's Buildings Asset Management Plans.
- Assist the Manager City Assets with negotiations with Council tenants, lessees and licences relating to the use of its buildings and facilities.
- Manage and deliver all Council's projects related to its buildings and facilities through the various project management stages, namely investigations, planning, detailed design and construction whilst building strong connections with internal and external customers and stakeholders.
- Oversee and ensure effective and efficient contract and contractor management for all Council's buildings and facilities related works.

### 3. KEY RESPONSIBILITIES:

- Drive innovation and environmental sustainability in the delivery of Council's buildings and facilities related projects and services.
- Coordinate and liaise with external consultants, designers, architects, and statutory authorities to provide specifications, documentation, and design details suitable for contracting to external and internal service providers.
- Manage contractors responsible for the delivery of all Council's new capital, renewal and maintenance building infrastructure works.
- Provide a high level of customer service when liaising with the community including tenants and community groups with respect to buildings and facilities projects or property matters.



- Prepare, manage and report on annual buildings and facilities budget.
- Oversee the delivery of all operational maintenance activities associated with buildings, including cleaning, security, access control and fire services.
- Ensure effective working relationships and consultation processes are developed and delivered for individuals, community groups, tenants, staff, Elected Members and other stakeholders as appropriate, for the life of projects and beyond if required.
- Assist the City Assets Team with the development and delivery of Council's Building Asset Management Plan including condition auditing, capital and maintenance planning, short and long-term strategic project planning to assist in the preparation of Council's Long Term Financial Plan.
- Oversee the development, management, and administration of all leases, licenses, encroachments and other permits related to the use of Council owned buildings, facilities and other key assets and/or private buildings or structures on Council land.
- Prepare reports for Council, Executive Leadership Team (ELT) and Managers Leadership Group (MLG) related to buildings and facilities.
- Proactively contribute to improvement and change management strategies based on an understanding of the organisational culture.
- Drive a culture of safety, continuous improvement and efficiency ensuring effective development of staff capabilities.
- Develop and implement annual Performance Development Reviews (PDRs) for direct reports.
- Lead, assist and participate in the recruitment of staff for area of responsibility, ensuring appointees are clearly aware of Council's goals, expectations, and deliverables and embrace the organisational values.
- Comply with the City of Unley's Record Management Policy, procedures and practices for all records created and received.
- Ensure the organisation's Information Management requirements regarding area of responsibility are met.
- Undertake other duties associated with the position as required.

**Leaders must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.**

### **Work Health and Safety (WHS) Responsibilities:**

Leaders are responsible for ensuring that work is planned, led and performed safely within their teams.

### **Key responsibilities include:**

- Lead a safe and healthy work environment by setting clear expectations and modelling safe behaviours.
- Identify, assess and manage risks within their area of responsibility, including physical and psychosocial hazards.

- Implement and maintain appropriate controls, ensuring risks are reduced so far as is reasonably practicable.
- Ensure team members understand and follow relevant procedures, guidelines and safe systems of work.
- Monitor workload, work design and team conditions to ensure demands remain sustainable and do not create undue risk.
- Facilitate consultation with workers on WHS matters, including hazard identification and review of controls.
- Ensure hazards, incidents and near misses are reported, investigated and actions are completed in a timely manner.
- Support early intervention and recovery at work, including participation in return to work processes.
- Escalate risks, competing priorities or resource constraints that cannot be resolved at team level.

### **SAFE ENVIRONMENT:**

- Comply with the City of Unley Safe Environment policy and all relevant policies and procedures.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that a child has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Notify the Department of Human Services if, on reasonable grounds, you suspect that an aged and/or vulnerable person has been or is being abused or neglected if the suspicion is formed in the course of your work while carrying out official duties.
- Seek advice and support from your Team Leader, Manager or the People & Culture team if a notification is required.
- Advise your Team Leader, Manager or the People & Culture team if there is a change in your criminal history status and undertake a Department of Human Services Screening every three or five years (time frame is related to specific clearance type), unless more regular screening is required for legislative purposes.

### **EQUAL OPPORTUNITY EMPLOYMENT:**

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.

Actively support and contribute to the City of Unley's organisational values.

<h1>OUR VALUES</h1>		
	<h2>Better Together</h2> <p><i>Looks like ...</i></p> <ul style="list-style-type: none"><li>• Everyone matters</li><li>• Embrace diversity and difference</li><li>• Work as a team</li><li>• Collaborate with others</li><li>• Show care and support</li><li>• Share information and share the load</li><li>• Celebrate the wins, and the effort to get there</li></ul>	
	<h2>Be Progressive</h2> <p><i>Looks like ...</i></p> <ul style="list-style-type: none"><li>• Adapt, experiment and try new ways</li><li>• Be agile, open and take the right risks</li><li>• Seek new information &amp; perspectives</li><li>• Learn and grow</li><li>• Embrace challenge and take action</li><li>• Shape the future</li></ul>	
	<h2>Strive for Excellence</h2> <p><i>Looks like ...</i></p> <ul style="list-style-type: none"><li>• Deliver our best work</li><li>• Set the benchmark high</li><li>• Be the best at getting better</li><li>• Reflect, evaluate and measure</li><li>• Achieve outstanding results</li><li>• Have pride in working for local government</li></ul>	

#### 4. PERFORMANCE AND SKILL REQUIREMENTS:

##### a) Qualifications/Experience

###### Essential

- Relevant qualifications and/or extensive experience relevant to the position.
- Tertiary qualifications in building, construction or project management.
- Extensive experience in contractor management related to building and property assets.
- Extensive experience in property and facilities management.

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**NOTE:** Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

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###### Desirable

- Driver's Licence – 'C' Class.
- Experience in Local Government delivery of building and property projects and/or facilities management.

##### b) Knowledge

###### Essential

- Expert knowledge of project, risk and asset management principles.
- Knowledge of legislation, acts, standards and guidelines related to Local Government property management.
- High level skills in financial management and budgeting.
- Knowledge of building and property infrastructure project management and delivery including scoping, design, construction and associated contract and financial management.
- An understanding of the requirements to ensure the safety, health and welfare of employees and public is maintained.

###### Desirable

- An understanding of the workings and responsibilities of Local Government and its interactions with the community.
- An understanding of asset management systems and data requirements.
- Knowledge of the Local Government Act (SA).

##### c) Skills

###### Essential

- Proficiency in the use of Microsoft Suite of Applications, 365 and internet technologies.
- High level of management necessary to direct, monitor and manage significant resources.
- Liaison and communication skills of a high order including the capacity to negotiate and communicate on behalf of the organisation.
- Experience in managing building new/upgrade and renewal projects from inception to completion including project planning, design, preparation of tender documents, specifications, estimates and contractor management.

- Experience with financial control including the ability to prepare estimates and budgets, monitor job and budget expenditure and prepare budget reports.
- Experience in operating under broad guidelines and policies and making decisions with minimal direction and working as part of a team.

#### **Desirable**

- Experience in the preparation of architects and consultants' briefs to undertake design for the renewal or construction of new building assets.
- Knowledge of project management frameworks and their applications in a Local Government engineering context.
- Experience in building construction.

### **d) Personal Attributes**

#### **Essential**

- Exercise independent judgement and demonstrate a strong ability to introduce creative solutions in the resolution of complex issues.
- Highly self-motivated with the ability to establish credibility and gain confidence of a wide range of people from diverse backgrounds.
- Good verbal and written communication skills with the ability to deal with the wide range of people that would be encountered in the community.
- Ability to prioritise workload and meet target timelines.
- Ability to make decisions independently in difficult situations.
- Ability to share expertise and information freely.

#### **Desirable**

- Ability to plan, organise and assist in the management of consultants and contractors and monitor their performance against agreed targets.
- Analytical, problem solving and decision-making skills with an ability to explore new and innovative ways to do business and deliver projects using creative solutions.
- Ability to be creative, innovative and flexible and ready to accommodate change.
- Demonstrated commitment to continual professional and personal development.

### **e) Responsibilities**

- Managing resources (financial, human and physical) to ensure activities are delivered to plan, within timeframes, quality and budget.

### **f) People Management**

- Demonstrated ability to lead, manage and develop people in order to manage work and resources across a range of complex projects.
- Proven ability to negotiate, motivate, develop and influence others towards common organisational outcomes, particularly when faced with resistance.
- A commitment to ongoing professional development and continuous learning.

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By signing this position description the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent: .....

Date: .....

Manager: .....

Date: .....