

1. JOB IDENTIFICATION:

Title of Position: BUILDINGS & FACILITIES LEAD

Business Unit: CITY ASSETS

Reports to: MANAGER CITY ASSETS

Classification: MOA7

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.

Staff 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.

Key WHS Responsibilities:

- Actively support and contribute to the City of Unley's effective safety culture.
- Identify and report health and safety hazards, accidents, incidents, injuries and property damage within the workplace.
- Taking reasonable care to ensure their own safety and not placing others at risk, including appropriate use of equipment and PPE.
- Complying with the requirements of the City of Unley's WHS management system.
- Attending WHS training and following instructions and advice provided.

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.

OUR VALUES



PURSUE EXCELLENCE
WE STRIVE FOR THE BEST
IN ALL THAT WE DO

Behaviours that SUPPORT this Value

- Creatively solve problems
- Take on challenging goals
- Understand how you contribute to our vision
- Grow, learn and continuously improve
- Deliver quality work and always aim for outstanding results



ACHIEVE TOGETHER
WE WORK TOGETHER
TO DELIVER RESULTS

Behaviours that SUPPORT this Value

- Build on our strengths
- Collaborate across the organisation
- Celebrate our achievements
- Be responsive to others' priorities and needs
- Engage with each other to find effective solutions together



DEMONSTRATE INTEGRITY
WE DO THE RIGHT THING
AT ALL TIMES

Behaviours that SUPPORT this Value

- Do what you say you will do
- Address behaviour that is inconsistent with our Values
- Act with transparency, honesty and respect
- Take responsibility for our actions
- Embrace diversity, encourage inclusion and promote belonging



COMMUNITY FOCUSED
WE DELIVER FOR
OUR COMMUNITY

Behaviours that SUPPORT this Value

- Demonstrate a can-do attitude
- Effectively communicate and consult with all stakeholders
- Be open, positive and friendly
- Respond promptly and deliver on promises
- Show pride in each other, our organisation and community



BE PROGRESSIVE
WE THINK OUTSIDE THE BOX
TO INNOVATE AND IMPROVE

Behaviours that SUPPORT this Value

- Bounce ideas off others
- Generate creative and innovative thinking
- Experiment with new approaches
- Challenge the status quo and embrace change
- Overcome challenges to achieve outcomes

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.

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

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 requirement 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 interaction 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 application 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 readily accommodate change.
- Demonstrated commitment to continual professional and personal development.

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.

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: