

**EMPLOYMENT INFORMATION PACKAGE**

Facilities Manager

Goondiwindi

www.grc.qld.gov.au



21 June 2022

**Facilities Manager - Goondiwindi**

Thank you for your interest in applying for the position of **Facilities Manager, Goondiwindi** with the Goondiwindi Regional Council. Currently, we have a full time permanent position to commence as soon as possible.

This package has been prepared as a guide for job applicants and includes an explanation of how to address the selection criteria (where applicable) so that you can present the best possible image of yourself and your work experience when completing your application.

The package includes the following documents:

* Advertisement
* Position Description
* General Conditions of Employment
* Recruitment and Selection Process

For general details of the Council, please visit our website: **www.grc.qld.gov.au**

For further information about the position or duties involved, please contact Council’s Human Resources on (07) 4671 7400 or via email on mail@grc.qld.gov.au.

I look forward to receiving your application.

Debbie Elliott

Human Resources Officer

# POSITION DESCRIPTION

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| **POSITION TITLE** | **Facilities Manager** |
| **DEPARTMENT** | Engineering Services  |
| **LOCATION** | Goondiwindi |
| **AWARD STREAM** | Stream A |
| **REPORTS TO** | Director Engineering Services  |

**POSITION OBJECTIVE**

The Facilities Manager will be responsible for the effective management of council buildings and facilities (e.g. Council offices, halls/civic centre’s, aquatic centres, staff housing, libraries, etc.) in relation to their property management (e.g. leasing, hire, etc.), maintenance, renewal and capital project delivery activities. This position is also responsible for the planning and delivery of the capital works program, project and contract management, managing approved budgets, and providing advice and high quality written technical, information or briefing reports as required.

The Facilities Manager will also assist in the formulation of policy, strategic planning and asset management for the property management, maintenance, renewal and improvement of buildings and facilities, and for other related community service obligations of Council. This includes developing and monitoring performance against operational and delivery plans, budgets, processes and procedures.

The Facilities Manager will oversee the management of community and aquatic buildings, including property management and tenancy matters, and is responsible for compliance with applicable service level agreements.

**POSITION REQUIREMENTS**

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| EXPERIENCE & QUALIFICATIONS |
| * “C” Class Drivers Licence essential;
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| * The Incumbent shall desirably hold Tertiary qualifications in a relevant discipline; and/or such other qualifications or experience as would be advantageous to the carrying out of the duties of the position.
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| * Minimum of five (5) years project and facilities management experience.
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| * Demonstrated understanding and knowledge of relevant legislation and administration practices within Local Government.
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| * First Aid Certificate desirable.
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| KNOWLEDGE & SKILLS |
| * Demonstrated experience in project management, asset management, facility management or similar related fields.
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| * Demonstrated financial management and budgetary experience.
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| * Demonstrated skills and experience in procurement, project management and contract management.
 |
| * Knowledge of legislative and regulatory framework relevant to property and asset management.
 |
| * Strong interpersonal communication, collaboration and stakeholder management skills.
 |
| * High level analytical and problem solving skills with the capacity to inspire or support innovative thinking.
 |
| * Knowledge and skills in contemporary management practices, change management and quality management systems.
 |
| * High level of energy, enthusiasm, and ability to work effectively under pressure and meet deadlines.
 |
| * Ability to work unsupervised and contribute to the development of Council practices and procedures to improve safety and efficiency.
 |
| * Satisfactory level of report writing skills
 |
| * Sound knowledge of the Workplace Health and Safety requirements in relation to the position responsibilities
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| OTHER |
| * Proficiency in the analysis and implementation of operational policy.
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| * Proven track record in the pursuance of the delivery of quality services, including setting high standards and a strong customer focus.
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| * Demonstrated ability to respond positively to changes and provide strong change management leadership to staff.
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| KEY RESULT AREAS | KEY ACCOUNTABILITIES |
| The key responsibilities may be modified from time to time to ensure that outcomes are coordinated within Council’s Operational and Corporate Plans. Duties of the positions are flexible and subject to review from time to time. Without limiting the above, the key responsibilities of the position holder shall include: |
|  | * Manage planned & programmed facilities activities including aquatics, plumbing, electrical, fire, mechanical, cleaning, security, key register, pest, graffiti, sanitary and miscellaneous building management.
 |
|  | * Develop programs and levels of service for scheduled maintenance.
 |
|  | * Manage risk to Council and users through regular building inspections, review compliance requirements, complete statutory certifications and works, WHS, risk assessments, develop & review SWMS and operating procedures.
 |
|  | * Respond to emergency and reactive issues, manage out of hours and emergency requests.
 |
|  | * Manage contracts including lease agreements, procurement process, contract administration and contractor performance.
 |
|  | * Provide excellent customer service by working with service providers and users to agreed maintenance standards and priorities.
 |
|  | * Work in collaboration with all stakeholders.
 |
|  | * Ensure strong technical (e.g. project, financial and contract management) skills are developed, adopted and practiced at all times.
 |
|  | * Review, develop, update and execute operational policies, procedures, goals and business plans that ensure relevance, effectiveness and compliance with regulations.
 |
|  | * Keep up to date with current developments in the field/industry.
 |
|  | * Achievement of project and program delivery goals (including quality, time, cost, lifecycle costs, governance, environmental, safety, amenity, accessibility and community expectations).
 |
|  | * Identify areas where the safety of the public may be jeopardised, and respond to these issues in a timely and appropriate manner.
 |
|  | * Ensure that customer and community requests and complaints are responded to in a timely manner, in accordance with Council policies and KPIs.
 |
|  | * Ensure high levels of community notification, consultation and engagement on relevant projects and works.
 |
|  | * Ensure that adequate records are kept of work carried out in the section, in accordance with Council policies.
 |
|  | * Research and implementation of new technologies and techniques to improve sustainability outcomes relating to the operation of the section.
 |
|  | * Contribute to the preparation of corporate Integrated Planning and Reporting documents, as required.
 |
|  | * Attend to and prepare reports and recommendations for Council as required or directed, relating to the operation of the section.
 |
|  | * Review existing policies and develop new strategies, documentation and policies as necessary.
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| Service | * Recognise and value the importance of our customers and to deliver excellence in services provided to both our external and internal customers.
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| Work | * To contribute to a work environment that values the contributions made by staff, that is healthy and safe, free of discrimination and which seeks to attract and retain quality staff.
 |
| Records Management | * Manage all corporate documents (both created and received) in accordance with relevant Records Management policies, procedures and legislation.
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| Risk Management | * Work is to be carried out in accordance with SAFEPLAN2 – Council’s Workplace Health and Safety Management System. Employees must ensure that they do not put the health and safety of themselves or others at risk. Work is to be carried out to meet WHS obligations and responsibilities (WH&S-WP-1.5.1) as detailed in the relevant legislative requirements and standards including Council policies and procedures.
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| Quality | * Ensure works are carried out in accordance with Council’s work procedures and quality management system.
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| WORKPLACE HEALTH & SAFETY OBLIGATIONS |
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| All employees have a legal obligation to comply with statutory and council’s WH&S Management System – SAFE PLAN, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. Responsibilities include: |
| * Being aware of the council’s WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.
 |
| * Performing all work and associated functions in a safe manner.
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| * Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
 |
| * Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
 |
| * Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and / or to report hazards and risks in accordance with WH&S procedures.
 |
| * Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on council property generally.
 |
| * Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
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| * Attending any toolbox, team talks or specific training supplied by council.
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| * Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
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| * Working in a manner that will not endanger themselves, other employees or the public.
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| * Report any concerns for WH&S to your Supervisor.
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# GENERAL CONDITION OF EMPLOYMENT

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| **AWARD:** | Queensland Local Government Industry Award – State 2017 |
| **SALARY:** | Level 4 to Level 6 (Stream A) $72,257p/a to $82,483p/a (dependent on qualifications, skills and experience), plus allowances (under 21 years - Junior rates apply) |
| **SUPERANNUATION:** | First 12 months Employee contribution of 6% not compulsoryCouncil Contribution 10% if no employee contribution is made, otherwise 12%Second and subsequent years is compulsoryEmployee Contribution 6%Council Contribution 12%**\***Council contribution 10% only applies to casuals. |
| **STAFF DEVELOPMENT & TRAINING:** | Council is very aware of the need for the development of its staff. Both Field and Administration staff undertake an annual performance appraisal on the anniversary of their start date or at regular 12 monthly intervals.Employees are encouraged to undertake training relevant to their duties and to undertake study in approved courses. |
| **WORKPLACE HEALTH & SAFETY:** | All employees commencing with Council must commit to the employee obligations of the Work Health and Safety Act 2011. |
| **PROBATION:** | All appointments are subject to a six (6) month probationary period. |
| **UNIFORM:** | All external employees are required to wear the protective clothing as provided by Council from the date of commencement of employment. |
| **SMOKE-FREE WORKPLACE:** | It is Council policy that smoking is not permitted in:* Council buildings;
* Council vehicles, road plants;
* Water and sewerage plants and designated confined entry spaces;
* Other designated areas, which will be notified from time to time.
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# RECRUITMENT AND SELECTION PROCESS

This guide has been designed to help you understand Goondiwindi Regional Council’s selection process.

Council is an equal opportunity employer and selections are based on merit and equity. Council’s objective is to appoint the most suitable person to the position, taking into account the nature of the duties, the abilities, qualifications, experience, standard of work performance and personal qualities of the applicants having regard to the Local Government Act, and other relevant legislation.

Selection is based on the assessment of each applicant in relation to their qualifications, skills, experience and the selection criteria (where applicable) provided for the advertised vacancy.



**APPLICATIONS**

Your application needs to be addressed to the Chief Executive Officer and should contain the following: -

* A brief covering letter – identifying your interest in the position.
* A concise demonstration that you meet the selection criteria (if required) – providing brief details of how your skills, abilities, knowledge, experience and qualifications fulfil the requirements of the position.
* Where specific selection criteria is not requested, you should incorporate

sufficient detail in your covering letter/resume to demonstrate you have the ability to meet the requirements of the position.

* Your resume – this document should include your personal contact details along with a summary of your education, work experience detailing where you have worked, positions held, period of employment and brief details of duties performed.
* Referees – provide names, position titles and telephone numbers of at least two business referees. One of these referees should be your current employer or most recent supervisor.

Applications must be received by the closing date specified above. Late applications will only be considered if prior arrangements have been made with Council.

Short listing of applicants is based on how well your knowledge; skills and abilities to perform the duties and requirements of the job.

The selection panel will endeavour to meet any special requirements you may have to enable you to attend the interview.

You will be asked a set of either behavioural or situational questions by the panel. Behavioural questions ask how you have handled certain situations in the past and situational focus on how you would handle a particular aspect of the position.

These questions will have been developed by the selection panel to assess how well you match the position.

**LODGING YOUR APPLICATION**

You can apply for the position online by clicking the “APPLY” button on Council’s website [www.grc.qld.gov.au](http://www.grc.qld.gov.au)/vacancies. Complete the application and attached relevant documents. Applications should be submitted before 5:00pm on the closing date for the position. If you choose not to apply online application should be forwarded to:

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| **Post to:**Attention: Debbie ElliottMr Carl MantonChief Executive OfficerGoondiwindi Regional CouncilLocked Mail Bag 7INGLEWOOD QLD 4387 | **Personally deliver to:**Attention: Debbie ElliottCustomer Service Centres in Goondiwindi, Inglewood or Texas. | **Email to:**mail@grc.qld.gov.auAttention: Debbie Elliott |
| **As each application will be electronically scanned, it is not necessary to bind your application or include it in a folder.** |

**REFERENCE CHECKS**

The selection panel will conduct reference checks on applicants with the strongest overall performances at the interviews.

**NOTIFICATION OF APPOINTMENT**

The interview panel will confirm their decision as soon as practicable. Once the decision has been authorised a verbal offer will be made to the successful applicant. Upon acceptance of the verbal offer, a formal offer of employment will be forwarded to the successful applicant stating the terms and conditions of the position. Acknowledgement of these terms and conditions will be required by signing the letter of offer and returning same to Council along with commencement documentation.

All other applicants will then be notified of the decision.