

JOB TITLE	CLASSIFICATION	REPORTS TO
Facilities Management Officer	Band 6	Coordinator Facilities Management

WHAT WE TRUST YOU TO DELIVER



- » Assist with Council's program of security works, including managing access cards, access card systems and CCTV systems.
- » Assess and implement incoming requests from building occupants, whilst also encouraging feedback from building stakeholders to ensure that maintenance is consistently carried out to a high standard and in a timely manner.
- » Assist with Council's graffiti management program, including coordinating and contract managing removals.
- » Oversee the management of Council's key management systems.
- » Oversee the delivery of graffiti removal in accordance with the requirements of the Graffiti Eradication Strategy and associated graffiti removal service standards
- » Coordinate and conduct regular proactive building inspections, identifying maintenance items and arranging issues to be attended to by contractors.
- » Assist the smooth operation of building maintenance and minor capital projects by monitoring the successful delivery of reactive and routine works (electrical, carpentry, HVAC, plumbing, etc), ensuring all projects are carried out with minimum disruption to operations and are delivered within set budgets.
- » Contribute forward thinking and informed solutions for the improvement of a complex and evolving portfolio, encouraging the enhancement of Our City's buildings, for the enjoyment of its communities and many visitors.

WHAT YOU'LL NEED TO THRIVE



- » Significant experience working with CCTV and Access control systems
- » Extensive knowledge of building maintenance and graffiti management practices, procedures and policies used within a legislative environment along with the ability to interpret legislation
- » Extensive knowledge of building maintenance and graffiti management best practice with the ability to provide confident interpretation and application of all relevant procedures and policies, within the context of a legislative environment.
- » Demonstrated experience in project management with proven capacity to consecutively coordinate a number of projects, set against agreed targets and budgets.
- » Highly developed communication skills when working with a broad range of individuals, with experience in the effective management of contractors and the development of successful partnerships.
- » Confidence to work autonomously, using initiative to set and achieve objectives efficiently with the ability to effectively communicate best practice, procedure, risk management principles and OHS legislation.
- » Substantial, relevant experience within the building industry and/or tertiary equivalents. Specifically in building Security, property maintenance, property management and graffiti management.

WHAT WE'LL DO TO SUPPORT YOU



- » Provide a safe and welcoming environment where you will be encouraged to innovate and embed new ways of working.
- » Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- » Commit to your long term growth and career development.
- » Provide access to our Executive Team to share ideas and make a positive difference across the organisation.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community.

VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Achieving Goals	Building relationships	Systems Thinking	Delivering Results
LEVEL	5	5	4	5
CAPABILITY	Developing Self & Others	Persuading & Influencing	Communicating & Presenting	Technology Savvy
LEVEL	4	4	5	4