

## ROLE STATEMENT

### DEPARTMENT OF PLANNING, TRANSPORT AND INFRASTRUCTURE

#### **ROLE STATEMENT**

Facilities Manager  
Facilities Services

**Classification Level** OPS6      **ANZSCO Code** 3292

#### **Organisation Overview**

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by enabling the safe and efficient movement of people and freight across the state and facilitating development of the State's infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

#### **Facilities Services**

Facilities Services is a government contractor providing efficient and cost-effective facilities management services under South Australia's Across-government Facilities Management Arrangements.

It provides services to regional SA, as well as to part of the metropolitan area including:

- planned and unplanned maintenance
- replacement, refurbishment maintenance
- minor works
- cleaning, hygiene and security services
- grounds management
- waste management
- energy, water and waste services
- ecologically sustainable development (ESD) consultancy
- hazardous materials management.

#### **Role Overview**

- Manage projects, works programs, contractors and project teams in the development and provision of total facilities management services across multiple government agencies in a designated area in accordance with the Across Government Facilities Management Arrangement (AGFMA).
- Provide expert building advice and interpretation on technical and procedural matters in relation to, and in accordance with Australian Standards, Codes of Practice, government policy and relevant legislation.
- Mediate and resolve disputes on contractual, technical and construction matters within project teams, internal and external clients, professional services contractors and contractors.
- Identify, analyse and manage project and contractual risk for building projects and facilities management programs.
- Conduct and report on self-audits of facilities management programs and projects and implement required actions.

- Contribute to the development, implementation and review of facilities management policies and procedures.

### **Key Outcomes**

- Provide comprehensive, quality services to client agencies in accordance with the conditions and KPIs of the Government's Facilities Management services contract.
- Projects and/or programs properly resourced, and completed within agreed timeframes and budgetary allocations.
- Facilities management works undertaken in accordance with appropriate legislation, standards, codes and practices.
- Maximum use made by government agencies of facilities management services offered by Facilities Services.
- Effective minimisation and management of risk associated with total facilities management on behalf of multiple Government agencies.
- Regular analysis and timely reporting on projects and programs progress to all client agencies.
- Highest level customer service provided and effective promotion and marketing of the sections services
- Comprehensive and timely findings, reports and recommendations are presented and corrective action taken in relation to facilities management audits.
- Ensure that a safe and healthy work environment, free from discrimination is provided for employees by:
  - a) implementing departmental human resource policies
  - b) ensuring that the principles of Equal Employment Opportunity, Customer Service and Ethical Conduct are a normal part of doing business
  - c) Managing industrial relations issues appropriately as they arise.

### **Special Conditions**

- May be located any where in the State
- Intra &/or Inter state travel resulting in overnight absences from home may be necessary
- A current drivers licence is essential
- Some out of hours work will be required and participation in an after hours on call roster
- This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history/record check in line with departmental policies and procedures.

### **Essential Selection Criteria**

#### **Qualifications / Licences**

- An appropriate trade qualification or equivalent

#### **Person Capabilities**

- Proven record and experience in successful project management of concurrent projects and programs associated with facilities management, the construction industry and/or building maintenance on both a technical and financial basis.

- Experience in providing direction and advice to Professional Services Contractors and Sub-contractors involved in the management of all facets of facilities management projects/programs
- Proven experience in working as a member of a team, providing supervisory support to technical and administrative staff, the ability to work successfully with minimal direction, cope with high volumes of work and to meet deadlines
- Sound knowledge of Building Codes of Australia, Australian Standards, Codes of Practice, Government policies, tendering procedures, Treasury requirements and relevant legislation.
- Ability to communicate effectively, verbally and in writing (including the use of computer systems), with a diverse group of customers
- Ability to be innovative and to possess negotiation skills
- Demonstrated commitment to the principles and practices of equal employment opportunity, customer service, ethical conduct, and an understanding of, experience in, and ability to manage to the spirit and principles of the Premier's Safety and Wellbeing Declaration and the legislative requirements of the Occupational Health Safety and Welfare Act 1986, utilising AS/NZS ISO31000:2009 Risk Management, or to an equivalent set of standards.

**Desirable Selection Criteria**

- Experience in the development and provision of Health total facilities services.

**Delegate Approval of Role Statement**

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<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>