

Role Statement



TITLE OF POSITION: Senior Facilities Manager
CLASSIFICATION LEVEL: OPS-7

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

As part of the Safety and Service Division the Facilities Services Branch contribute to the effective management of government building assets through the constant review and improvement of facility related services, plans and procedures to reduce the whole-of-life cost to government or maximise the useful life of its built asset portfolio. The Facilities Services Branch comprises of five (5) sections: Business Services and Development, Health Operations, Metropolitan Operations, Regional Operations and Strategic Operations and Contracts Section.

The position sits within the Operations Section, Regional Operations Unit which is responsible for managing, administering and delivering the operational aspects of the Across Government Facilities Management Arrangements (AGFMA). The Unit delivers responsive, value for money, quality facilities management services for all government agencies in regional areas and works collaboratively with all other sections of Facilities Services, particularly the Metropolitan Operations and Health Operations Units to ensure high quality and standardised services.

Role Overview

The Senior Facilities Manager manages projects, risks, works programs, contractors and project teams in the development and provision of total facilities management services across multiple government agencies in accordance with the Across Government Facilities Management Arrangements (AGFMA). The role delivers a responsive single point of contact to client agencies, interprets and provides expert building, technical and procedural advice, and ensures all works are undertaken in accordance with Australian Standards, Codes of Practice, government policy and relevant legislation. The Senior Facilities Manager identifies, analyses and manages service delivery and contractual risks for building projects and facilities management programs and monitors and manages Facilities Manager work load and performance.

Directorate:
Position Number:
ANZCO Code:
Location:



Government of South Australia
Department of Planning,
Transport and Infrastructure

Key Outcomes of the Role

The Senior Facilities Manager is required to undertake a wide range of activities which may include all or any of the following:

- a. Leading and coordinating the operational planning and delivery of range of assigned complex and critical programs, projects, systems and/or services that are consistent with agency and the whole of government strategies, policies and priorities and deliver the Section's objectives.
- b. Leading and coordinating the delivery of accurate and expert operational information and advice relating to the areas of responsibility, to internal and external stakeholders across the Section and the Agency.
- c. Delivering expert operational support for the achievement of the Section's objectives, including managing the delivery of reports, performance benchmarking and audits for the functions under management.
- d. Delivering expert input into the development of relevant and effective operational policies, strategies, standards, guidelines and procedures that support the achievement of the Section's goals and objectives.
- e. Providing a range of specialised advice and guidance of an operational or technical nature to the Manager and the agency, to inform high level strategic planning and operational efficacy and the resolution of complex or sensitive issues.
- f. Delivering expert coordination and high level contribution to the efficient and effective management and operation of the Directorate.
- g. Leading and managing assigned operational staff, including planning and allocating work and resources, defining and communicating staff responsibilities.
- h. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- i. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

- Some work outside normal hours and inter/intrastate travel involving overnight absences may be required.
- 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.
- A current driver's licence is essential.

Qualifications / Licences

- a. Nil.

Person Capabilities

- a. Demonstrated understanding of Aboriginal and Torres Strait Islander peoples' cultures and social issues, with the ability to recognise and address barriers to Aboriginal and

Torres Strait Islander people's participation in departmental policies, programs and services.

- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
 - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Responds to customers' needs by using effective verbal and written communication skills and ensuring adherence to DPTI's systems, processes, and policies.
- f. Works collaboratively and develop partnerships with employees to implement change, mitigate risk and deliver and evaluate service performance objectives.
- g. Significant experience in planning, leading and maximising the delivery of operational services within a complex organisation, including managing significant workgroups, operational programs, projects and functions to meet business needs and strategies.
- h. High level ability to work under broad direction, utilise significant independence in the allocation of resources, exercise detailed discipline knowledge, and utilise analytical and problem solving skills to drive the achievement of objectives.

Delegate Approval

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Name

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Signature

Date: / /