

Wathaurong Position Description			
Position Title	Facilities manager	Contract	Ongoing full time
Identified Position	No This is not a special measures role. Aboriginal and/or Torres Strait Islander peoples are encouraged to apply		
Business unit	Corporate Services		
Award	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 [MA000115]		
Classification	Administrative grade 6		
Reports to	Executive Manager- Corporate Services		
Direct Reports	OHS Coordinator, Fleet Coordinator, Works Crew Team Leader, Lawn & Gardens Team Leader, Builder, Housing Officer.		

Wathaurong Aboriginal Cooperative	
	<p>Wathaurong was formed by Community in 1978 as a place of common ground where Aboriginal people could be together and share in a sense of Community with formal registration in 1980 to support the social, economic, and cultural development of the local Aboriginal Community people. Wathaurong is an Aboriginal Community Controlled Organisation governed by an Aboriginal Board who are elected through the Annual General Meeting process annually, with their Chief Executive Officer to operationalize the strategic directives of the Board.</p> <p>Wathaurong operate on the traditional lands of the Wadda Wurrung, Boonwurrung, Gulidjan and Gadubanud peoples. Our support focus on the local government areas of Geelong, Wyndham, Golden Plains, Colac Otway, Surf Coast and Queenscliff.</p>

(Pictured - Wathaurong Service catchment area)

Purpose of the Role
<p>The Facilities Manager will provide strategic leadership in overseeing the day to day maintenance of our facilities and management of the works crew, fleet management, and Occupational Health and Safety (OHS) programs. The position works under strategic direction from the Executive Manager to develop and implement maintenance and operational strategies, policies, and procedures that ensure effective service delivery. The Facilities</p>



Purpose of the Role
Manager ensures that all teams achieve and exceed performance targets, maintaining high standards of quality, safety, and efficiency. The role focuses on continuous improvement and fostering a safe, sustainable, and well-maintained environment that meets the needs of the organization and its stakeholders.
Primary Responsibilities
<ul style="list-style-type: none"><li>• Oversee and lead the lawns and gardens crew, building crew, fleet management, and OHS programs to ensure operational excellence and high-quality service delivery.</li><li>• Develop, implement, and review strategies, policies, and procedures for the maintenance and operation of facilities in alignment with organizational goals.</li><li>• Provide input and oversight into the development and review of the organization's strategic and business plans related to facilities management and operational efficiency.</li><li>• Work with key stakeholders to assess and understand the current concerns related to facilities management, maintenance, and OHS, and use this information to inform ongoing strategies.</li><li>• Ensure all facilities are maintained according to safety, quality, and environmental standards, and manage day-to-day operations to prevent operational disruptions.</li><li>• Ensure compliance with relevant regulations, including OHS and environmental laws, and lead initiatives to promote safety and risk management across all operations.</li><li>• Monitor and review the financial status of facilities management services, including lawn care, building maintenance, and fleet operations, and provide recommendations to optimize costs and improve efficiency.</li><li>• Develop and implement a maintenance work plan for all facilities, ensuring that all operations align with organizational needs and long-term strategies.</li><li>• Oversee the scheduling, coordination, and delivery of maintenance services, ensuring minimal disruption to building occupants or operations.</li><li>• Develop and foster relationships with internal and external stakeholders, contributing to relevant internal and external meetings, including those related to facilities management and OHS compliance.</li><li>• Ensure exemplary service delivery by effectively managing service requests, maintenance tasks, and equipment fleet operations in a timely and professional manner.</li><li>• Review and assess the condition of buildings, equipment, and fleet to ensure proper functioning and compliance with regulations, including conducting regular inspections and audits.</li><li>• Lead and promote a culture of continuous improvement, providing ongoing training and support to the facilities team to maintain high standards.</li><li>• Undertake other duties as assigned by the Executive Manager to support the overall objectives of facilities management and the organization.</li></ul>
Selection Criteria
Essential



- Knowledge of safe and appropriate culturally centred practices for Aboriginal and/or Torres Strait Islander focused services, including employment of Aboriginal and/or Torres Strait Islander people
- Demonstrated understanding of social, physical, economical, and cultural strengths and challenges affecting Aboriginal communities and their ability to access adequate and quality services
- Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture
- Experience or demonstrated capability to lead and support team members in a community service environment
- Excellent interpersonal skills with ability to develop positive stakeholder relationships and communicate with diverse individuals at all levels
- Ability to demonstrate resilience and meet targets and objectives within a pressured environment
- Strong written and verbal communication skills with a high level of accuracy and financial literacy

#### **Desirable**

- Identify as Aboriginal and/or Torres Strait Islander.
- Demonstrated experience working with Aboriginal Community Controlled Organisations.

#### **Conditions of Employment**

- Must pass a National Police Record Check
- Must pass and hold a Working with Children's Check throughout the period of employment
- Must hold a current Driver Licence
- Must pass safety screening checks as required based on the position and/or as requested by the funding body
- All positions are subject to funding
- All positions are subject to an initial six (6) month probationary period
- Other terms and conditions are in line with the relevant industrial instrument and internal policies

#### **Wathaurong's Commitment to Safety**

Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We report allegations and well-being concerns to authorities.



Physical requirements & environmental conditions of the role	
The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, Wathaurong will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.  <b><i>A signed pre-existing condition declaration form is required to be completed prior to commencing in this role</i></b>	
Required activities / working environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Sometimes
Driving, in & out of vehicles	Sometimes
Lifting/moving equipment	Sometimes
Walking, climbing stairs, bending	Sometimes
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations <i>(Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Sometimes
Working outside in differing weather conditions	Rarely
Attending external locations including client homes	Rarely

**Position Description Acceptance**

**Signed by the Employee:**

I have read and understood the above and agree to carry out the duties listed in my Position Description.

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Name	Signature	Date
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