



Retirement  
Communities

# Position Description

Version: 0.01

<b>Position Title:</b>	Regional Asset Manager		
<b>Position Number:</b>		<b>Cost Centre:</b>	
<b>Site/Facility:</b>			
<b>Department:</b>	Strategy, Development & Property		
<b>Enterprise Agreement</b>	Salaried		
<b>Classification:</b>	Salaried		
<b>Reports To:</b>	National Asset Manager – Aged and Home Care		
<b>Date of Preparation:</b>	October 2024	<b>Date Updated:</b>	02/10/24

## Primary Purpose

The purpose of the Regional Asset Manager is to implement best practice and risk management approach to asset and property management across Calvary Aged and Home Care in a dedicated geography. This includes providing support to the National Asset Manager – Aged and Home Care to informing the ongoing development of the property portfolio in keeping with lifecycle and accompanying growth strategies to achieve Calvary Strategic Intent.

Reporting to the National Asset Manager - Aged and Home Care, the role will provide management oversight to Regional Facilities Coordinator roles as identified by the National Asset Manager – Aged and Home Care.

In collaboration with General Managers, Home Managers and Maintenance Officers, this role will provide a safe, sustainable, and home like environment for our staff and residents through the timely delivery of approved capital works programs (as per delegation of authority), unplanned and planned maintenance, and compliance with required standards and controls for safe operation of homes.

Working with the National Asset Manager – Aged and Home Care this role will be accountable for guiding and influencing Calvary’s General Managers, Home Managers and Maintenance Officers across their designated regional Aged & Community Care network to develop and implement site level asset management plans and business continuity requirements. The efficient and effective delivery of those plans will ensure that Calvary’s Aged Care and Community facilities and associated assets are:

- meeting the prescribed safety and operating standard(s) to enable the provision of the required level of care to residents and clients.
- functionally operable to enable Calvary’s staff to deliver the required level of care and service to our residents and clients.
- compliant with local, state, and national legislation.
- achieving their optimum life expectancy through effective maintenance plans
- achieving the total lowest life cycle cost through not only prudent expenditure of operational and

capital budgets but strategic decisions regarding routine maintenance, capital project delivery, capital refresh and retirement and replenishment of assets.

The role will provide support to recruiting, coaching, developing, and influencing each onsite Maintenance team, to create a high performing network of specialists who are all working in accordance with Calvary's facility and asset strategy(s) to maximise the performance and life of Calvary's facility assets at the lowest total lifecycle cost.

The role will lead targeted National initiatives as identified by the National Asset Manager – Aged and Home Care. These may include maximizing opportunities for contracting services on a Home by Home or Regional basis thereby delivering economies of scale for Calvary and achieving Home Optimisation objectives. To be successful the position holder must establish and maintain key internal relationships through the business including national, aged care and community care services.

The role requires effective relationship management of vendors, service providers, facility, and asset managers, clinical and non-clinical advisors and authorities, and internal stakeholders to achieve the stated objectives

## Organisational Environment

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres

Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship, and respect through "being for others" exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming, and inclusive where people are supported to draw strengths from their identity, culture, and community. We value the integral dignity of each person, and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.

## Accountabilities and Key Result Areas

### ***People and Culture:***

- Practice in accordance with Calvary and relevant policies and procedures, the position description, Code of Conduct, and industrial agreements.
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship, and respect.
- Supports Calvary's various national policies and strategies which intersect with this role including WHS, clinical, legal, procurement and HR.
- Engages directly with Home Managers, General Managers, and other senior leaders to provide support to and ensure delivery of Calvary's facility and asset management policies, strategies, and initiatives.
- Lead Regional Facilities Coordinators, ensuring goals and objectives of the portfolio are achieved and translated into Key Performance Indicators (KPI's) and performance goals for each direct report and review annually.
- Providing support to Home Managers to ensure Maintenance Officers goals and objectives of their respective home or facility are achieved to support the setting of Key Performance Indicators (KPI's) and performance goals for each Maintenance Officer.
- To provide support to effective recruitment, coaching, development and influencing of the Maintenance Officers at each of Calvary's sites through ongoing positive performance and professional development in conjunction with their direct manager.
- Proactively develop internal and external stakeholder relationships whilst demonstrating the ability

to motivate and elicit cooperation from all stakeholders.

- Maintain confidentiality and act professionally within ethical boundaries

***Excellence in Service Delivery:***

- Developing site specific asset management plans in conjunction with the National Asset Manager – Aged and Home Care, to enable the delivery of the organisation’s strategic intent and growth agenda
- Ensuring effective management and monitoring of site contracts across all aged care homes and community services properties.
- Working collaboratively with the National Asset Manager – Aged and Home Care to support the development of sourcing strategies for the engagement of outsourced service providers that delivers superior service, outcomes, and value for money
- Inform the development and oversee implementation of the organisations facilities and asset management policy and strategy within the designated regional portfolio and from time to time across other regional portfolios.
- Enabling the strategy at a regional and site level through the delivery of asset registers, asset maintenance plans, operating plans (where relevant) and replenishment programs.
- Working collaboratively with the National Asset Manager – Aged and Home Care to support the ongoing improvement and implementation of policies, procedures, plans and systems as they may apply to the portfolio of assets
- Inform the development of operational and capital expenditure plans in conjunction with the facilities managers and site General Managers across the designated regional portfolio.
- Management and delivery of Capital Projects as designated by National Asset Manager – Aged and Home Care.
- Monitor third party support services expenditure against budget and reporting on variances across the designated regional portfolio.
- Monitor and report on financial and performance measurements which serve as a measure of standardisation/utilisation success, process improvements and cost savings initiatives across the designated regional portfolio.
- Ensuring that all delegated budgetary submissions, authorisations, and invoice approvals are completed in a timely manner.
- Conducting scheduled on site audits and support visits on a routine basis of 2 days per week across local and at least once per 3 months across Interstate and regional, Aged and Home Care properties, within the designated regional portfolio regional portfolio, to ensure that
  - the property is compliant, maintained and presented in optimal condition.
  - site mangers are provided the opportunity to be supported face to face.
- Auditing to ensure effective management and monitoring of site fire safety management systems (plans, diagrams, and equipment) and that compliance is maintained across all aged care homes and community services properties within portfolio.
- Auditing to ensure effective management and monitoring of all internal and external preventative and reactive maintenance routines, schedules, and items to ensure any identified shortfall in expectations or regulations are closed out and escalated as required, across all aged care homes and community services properties within portfolio.
- Ensuring the Escalation and reporting of any identified property and safety non-compliance, to the relevant Home Manager, community services property Manager, WHS Manager, Regional Manager, and direct manager.
- Auditing to ensure effective management and monitoring of full compliance with contractor induction/sign in records is maintained across all aged care homes and community services properties within portfolio.
- Maintains understanding of industry trends and works collaboratively with the National Asset Manager – Aged and Home Care to assist in improvement of services by.
  - Helping to analyse operating procedures
  - recommending cost effective and efficient solutions
  - advising to develop and implement appropriate strategies.

- Participate in, contribute to, and implement quality improvement and risk management into all aspects of service
- Develop high quality reporting to ensure the provision of timely and accurate information for accreditation purposes and evidence of the standard of operation of Calvary’s facilities and assets across the designated regional portfolio.

**Service Development & Innovation:**

- Ongoing improvement and implementation of policies, strategies, and procedures
- Working collaboratively with the National Asset Manager – Aged and Home Care to support the development of maintenance plan(s) that enable business strategies ensure continued and uninterrupted operation of our facilities and delivers total lowest life cycle cost
- Drive best practice and continuous improvement of business review methodologies, processes, information systems and tools to increase the value contributed to Calvary and its services
- Support and advise to the development and implementation of systems that ensure performance and value is measured against consistent, agreed standards
- Drive the sustainable and innovative solution that drive improved outcomes in alignment with Calvary approach to environmental stewardship
- Provide subject matter support to emergency response and business recovery processes as required.

**WH&S Responsibilities:**

- Take reasonable care of your own health and safety and the health and safety of others in the workplace.
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests.
- Report to your supervisor any incident or unsafe conditions which come to your attention.
- Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)
- Ensure the safety and security of facilities and services across the designated regional portfolio and from time to time in support of other regional portfolios
- Ensuring effective management and monitoring of Facilities related SOP’s are being maintained
- Take reasonable care of your own health and safety and the health and safety of others in the workplace.
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests.
- Providing a support function to respective WH&S Manager/s, for any relevant incidents, in obtaining quotes, providing support to incident investigations, and developing and implementing related corrective actions as required.
- Provide a support function in the event of immediate emergencies at any given time, across all aged care homes and community services.
- Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)

**Key Relationships**

Internal:	<ul style="list-style-type: none"> <li>• Asset Management Team</li> <li>• National Office colleagues</li> <li>• Regional CEOs</li> <li>• Executive Advisers - Aged and Home Care</li> <li>• Strategy and Service Development Peers</li> <li>• Site General Managers</li> <li>• Site Facility and Asset Managers</li> </ul>
External:	<ul style="list-style-type: none"> <li>• Peak Bodies including ACSA &amp; LASA</li> <li>• Local Authorities including work cover, Work Safe, local councils, Dept Fair Trading</li> <li>• Contractors, Consultants and Project Managers</li> <li>• Aged Care Quality &amp; Safety Commission</li> </ul>

Position Impact	
Direct Reports:	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
Budget:	<a href="#">Click here to enter text.</a>
Selection Criteria	
<ul style="list-style-type: none"> <li>• Qualification/certification in building trade, facility management or construction discipline.</li> <li>• Knowledge and understanding of building and WHS legislation.</li> <li>• Demonstrated ability to manage minor works or refurbishments end to end.</li> <li>• Excellent communication skills.</li> <li>• Excellent written communication.</li> <li>• Understanding of presenting business information and data for reporting and analysis.</li> <li>• Good numerical skills</li> <li>• COVID-19 vaccination is a mandatory requirement unless assessed exempt</li> <li>• Influenza vaccination is a mandatory requirement unless assessed exempt</li> </ul>	
Approvals	
Job Holder's signature:	Date:
Manager's signature:	Date: