



## POSITION DESCRIPTION

<b>Position Title</b>	FACILITIES COORDINATOR	<b>Position No.</b>	30005878
<b>Team</b>	[Finance]	<b>Classification</b>	[Administrative/Professional]
<b>Department</b>	Property QLD, ACT and Regional NSW	<b>Schedule Roster Cycle</b>	[Schedule A] [Non-Rostered]
<b>Location</b>	South Brisbane	<b>Band / Level</b>	[Band 5-6]
<b>Reports to</b>	PROPERTY MANAGER QLD, ACT AND REGIONAL NSW 50049007	<b>HR Endorsement</b>	28/01/2020

### Purpose

To provide high quality, cost-effective administrative and building management services to the ABC property portfolio across QLD ACT and Regional NSW and to ensure a shared contribution to the ABC Property's strategic objectives.

### Key Accountabilities

- Provide administrative support to the Regional Property Manager assist in the smooth running of the department with a consistently high level of client service.
- Attend to a range of enquiries from clients across the portfolio and translate needs into measurable and achievable deliverables, ensuring timely completion of the deliverables through the ServiceNow platform, without disruption to ABC programs and services.
- Coordination of Queensland Symphony Orchestra (QSO) space booking requirements using ScheduleAll, booking of security, ensuring door opening hours are set and building HVAC settings are set in accordance with the timing of the events.
- Assisting with the management of revenue leases within ABC Brisbane along with the management of licenced area bookings/calendars.
- Assisting with contractor management including inductions and supervision and ensure performance complies with terms and conditions of contracts.
- Manage records and files on the departmental filing system and Teams/SharePoint sites.
- Review and process local and national contract invoices manage local purchases and management of the regions Cab Charge account.
- Provide the efficient operation of the QLD security pass system, implementing proactively security policies and procedures, including management of hard keys (signing in/out).
- Efficient and safe operation of the mail room and coordination of daily mail/freight requirements.
- Participate in the Emergency Control Organisation, as a Fire Warden and ensure that emergency, fire and other safety procedures and requirements are implemented. Operation of the Fire Indicator Panel (FIP) and Emergency Evacuation Systems, and isolate zones as required.
- Undertake minor project work and carry out other associated duties as required or directed by the Property Manager QLD ACT and Regional NSW.
- WHS inspections as required across the property portfolio.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

### Key Capabilities/Qualifications/Experience

1. Appropriate educational and/or trade qualifications, and/or related experience.
2. Well-developed administrative, supervisory, organisational, interpersonal and communications skills.
3. Capacity to deal effectively and efficiently with all levels of people applying a strong customer service focus.





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4. Experience in financial management including procurement procedures and practices
5. Knowledge of building services maintenance procedures inc Building Management Systems (BMS).
6. Demonstrated computer/PC (particularly MS Excel, MS Word, Teams and SharePoint) and keyboard skills, with BIS or SAP experience, Procurement, Plant Maintenance and Finance systems, preferred.
7. Understanding of WHS, Security, work permits and other building management policies and procedures, as well as relevant corporate policies such as Fraud Awareness and Equity & Diversity.
8. Travel to regional locations and afterhours support as required.
9. ABC Principles: Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
10. ABC Policies: Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
11. Diversity and Inclusion: Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.