

Position Description

Senior Co-ordinator, Automation & Energy Management

Position No:	New
Business Unit:	Chief Operating Office
Division:	Infrastructure and Operations
Department:	Facilities, Assets and Services
Classification Level:	HEO8
Employment Type:	Full-time, Continuing
Campus Location:	Melbourne (Bundoora)
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>
Infrastructure and Operations - <http://latrobe.edu.au/io>

Position Purpose

The Senior Co-ordinator, Automation & Energy Management coordinates the delivery of facilities maintenance and operations services associated with buildings, facilities and grounds operations to effectively support the achievement of University goals.

This position has specific oversight of:

- Building automation controls management associated with electrical, hydraulic, building fabric, lifts, fire and life safety, mechanical plant, and other systems.
- Energy management involves monitoring, controlling, and optimising energy use to enhance efficiency, comfort, and sustainability through technologies like sensors, data, and analytics.

Duties at this level will include:

- Develops and applies new principles and technology.
- Provides advice to staff at higher levels on program objectives, organisational structures and budget expenditure.
- Interacts with LTU teams to assist in the identification of opportunities for energy management and carbon savings.
- Assists with development, execution and measurement and validation of energy efficiency initiatives.
- Seeks to optimise the performance of the asset base across the university.
- May oversee a number of projects, to ensure each project is managed and delivered to specification, time and budget.
- May utilise and/or manage allocated budget/resources and control all related expenditure to ensure delivery of targets/objectives within budget.
- Applies broad and/or deep knowledge and experience of work area or field of expertise to provide advice/guidance/specialist resources to others or to address significant problems or unresolved issues, some of which will be multi-disciplinary in nature.
- Evaluates existing service provision, keeping abreast of feedback and broader developments in the external market place, to ensure appropriate developments and innovative solutions are proposed that consistently enhance and maximise service quality, efficiency and continuity.
- Coordination of a team of contractors to deliver an operational services regime that ensures the building automation management controls are maintained in the most cost effective manner whilst complying with Australian Standards, legislation and other frameworks. This includes having an understanding of contractor performance (associated with operational excellence targets, financial targets, safety standards, and customer satisfaction) in alignment with the I&O service catalogue.
- Responsible for coordinating, monitoring and measuring the performance of contracted service providers in accordance with agreed key performance indicators and benchmarks.
- Establish a planned maintenance and inspection program of all building automation management controls (including systems that control heating, ventilation, air conditioning, metering and fire detection) to anticipate future operational needs.
- This position has University wide responsibilities and is required to travel to other campuses and sites. There is an expectation of responding to a reasonable number of out-of-hours phone calls and associated site attendance, as needed.
- Other duties as directed, commensurate with the scope and classification of the position.

Essential Criteria

Skills and knowledge required for the position

- A degree with substantial extension of the theories and principles, learned through experience; or a range of management experience; or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve new or one off problems.
- Ability to develop innovative methodologies or take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated high level of self-motivation and personal management skills.
- Experience developing innovative solutions and contributing to strategic planning.
- Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
- Demonstrated ability to coordinate contractors and develop collaborative teams to deliver programs of work.
- Experience in reporting on contracted operational services including key performance indicators.
- Facilities knowledge in hard and soft services e.g. mechanical plant services, automation control systems, building fabric, cleaning and landscaping.

Capabilities required to be successful in the position

- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative and critical thinking, ability to generate ideas to solve local problems and recommend improvements to current work practices.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
- Current Victorian driver licence with 'Car' listed under licence type.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

This role coordinates a team of contractors who work on campus. It is anticipated that this role will therefore work on campus at least nine days per fortnight, or as required.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

La Trobe's Cultural Qualities:

WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

For Human Resource Use Only

Initials: Date: