POSITION DESCRIPTION

Position Title:         Controls Coordinator  
Organisation Unit:    Property and Facilities Division  
Position Number:      
Type of Employment:   Continuing full-time  
Classification:       HEW 7  

THE UNIVERSITY OF QUEENSLAND  

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of eddy and a founding member of Universities 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).
UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The University has 3 campuses located at St. Lucia, Gatton and Herston. The University also operates a number of sites in Brisbane, including the Medical School and Long Pocket site as well as a number of research stations and farms throughout Queensland.

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities management that support the University's teaching and research goals and its strategic objectives of Learning, Discovery and Engagement.

To achieve this, and to further improve the environment in which members of the University community study, work and live, P&F provide a range of services. These include: UQ Sustainability, Energy and Transport systems, Construction and Engineering Services, Site Planning, Space and Property services, Asset Services (i.e. building maintenance, grounds and playing field maintenance, fire safety, security and parking), Campus Services (i.e. cleaning, furniture, logistics, UQ fleet, mail dispatch) and Finance & Business and other Systems (i.e. business improvements, administrative, HR, finance, and IT support).

UQ’s environmental sustainability initiatives have gained significant recognition. Property and Facilities Division, manages the University's Environmental Management System, provides advice, and promotes best sustainability practices at UQ. The website provides a single point for the University to communicate its initiatives and successes in embedding sustainability throughout its operations, learning, discovery and engagement. By browsing the site, the community has access to information on their sustainability study options, UQ’s research in the area of sustainability, partnerships with community industry and government, and the University's carbon management strategy. I encourage you to visit the website at www.uq.edu.au/sustainability

Further information about the Property and Facilities Division may be accessed on the Division’s web site at http://www.pf.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Controls Coordinator is responsible for the day to day operations of the University Building Management System (BMS), including preventative and breakdown support for maintenance and contract staff.

Duties

Duties and responsibilities include, but are not limited to:

- Independently identify opportunities to enhance functionality and provide strategic advice to the Asset Services leadership team, guiding decision making about the effective implementation of system improvements for the Building Management System network.
- Provide advice and advanced fault finding expertise support to maintenance staff and trouble-shoot HVAC controls faults.
- Conduct reviews and provide findings and recommendations to the Asset Services leadership team in regards to the development and implementation of systems and Building Management System practices and procedures.
• Manage the escalation of Precinct Area issues or needs that require expertise, input and/or approval of the Compliance Manager or specialist services in order to meet the areas requirements.

• Apply disciplined project and contract management techniques to the supervision of Building Management System maintenance projects and ensure that operational processes are carried out accurately and efficiently, and are within scoped key deliverables and timeframes.

• Build and maintain strong working relationships with key stakeholders acting as a trusted expert for the relevant systems in a large, complex organisational units, as well as with Asset Services maintenance staff and contractors; ensuring that effective channels of communication are maintained.

• Provide expertise and participate in the planning, construction, commissioning and defects liability stages of building projects carried out by the Property & Facilities Division to represent life cycle maintenance considerations.

• Assist in developing and maintaining preventive maintenance contract documentation in the areas of building automation systems and air conditioning.

• Prioritise and determine how best to action Building Management System work requests from the client community and ensure clients are provided with regular feedback resulting in a high level of customer satisfaction.

• Assist in the preparation of annual budgets and ensure that expenditure is within budget allocations and is incurred in the best interest of the University.

• Report to Client Facility Managers, on client priorities and asset performance in general, and on particular Building Management Systems.

• Co-operate with all health and safety policies and procedures of the University and take all reasonable care to ensure that their actions or omissions do not adversely impact on the health and safety of others in the University.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  - the University's Code of Conduct
  - requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
  - the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  - requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Compliance Manager who in turn reports to the Associate Director, Asset Services.

SELECTION CRITERIA

Essential
1. Completion of a degree in Mechanical Engineering or a related discipline with at least four (4) years subsequent relevant experience; or an equivalent combination of relevant experience and/or training/education.

2. Demonstrated extensive experience with the operating processes of HVAC and Building Management Systems with the ability to apply asset management strategies and facilities audit
methodology.

3. Extensive experience with building engineering services, especially in relation to Building Management Systems for large and complex buildings with scientific research facilities or similar complex technical facilities.

4. Extensive knowledge of maintenance methodologies and asset management concepts as applied to buildings and building services, including laboratories or similar complex technical facilities.

5. Demonstrated high level experience applying project and contract management principles, together with demonstrated ability to plan, schedule, prioritise and manage a high flow of maintenance work orders and projects.

6. Established knowledge and understanding of relevant legislation, codes and standards in relation to building engineering, and including Workplace Health & Safety and Environment Management.

7. Extensive knowledge and experience in the independent development, implementation and management of large complex projects and service contracts, as well as a sound knowledge of communication networks.

8. Well-developed interpersonal skills including the ability to create a team environment and to effectively interact with a wide range of facility stakeholders and service providers.

9. Excellent communication skills (both written and oral) with the ability to work with a high degree of autonomy, and demonstrated organisational and time management skills in meeting strict deadlines whilst maintaining a high level of quality and consistency.

10. Demonstrated high level of ability to analyse complex building engineering services to resolve problems and to ensure optimum system and business performance.

Desirable

1. Postgraduate qualifications in air-conditioning control systems;

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.