



POSITION DESCRIPTION

School of BioSciences
Faculty of Science

Facilities & Operations Manager

POSITION NO	0034240
CLASSIFICATION	PSC8
SALARY	\$95,844 - \$103,739 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Katarina Prince Tel +61 3 8344 6302 Email katarina.prince@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

The Facilities and Operations Manager is responsible for oversight of facilities, equipment, and related regulatory and EHS compliance within the School of BioSciences. The Facilities and Operations Manager will ensure operations are efficient and effective to optimize facilities and equipment usage, and will provide quality advice to ensure that the School is using their available infrastructure as efficiently and effectively as possible.

The Facilities and Operations Manager will build and maintain effective relationships with academic and professional staff within the Schools, along with key personnel in the Faculty Management team, to ensure that School interests are represented.

The Facilities and Operations Manager will lead a team of professional staff to ensure EHS compliance and delivery of research support to the academics.

1. Key Responsibilities

1.1 EXECUTIVE SUPPORT AND ADMINISTRATION

- ▶ Working closely with the School ensure efficient and effective building oversight, maintenance, and upgrade within the School
- ▶ Manage building works projects in association with School (predominately at Parkville campus), Secretariat and University Services staff
- ▶ Provide leadership and professional development for technical staff. Effectively motivate, coach and manage staff to achieve goals. Provide clear performance expectations, regular feedback and document performance outcomes, ensuring poor performance is addressed and high performance nurtured and rewarded.
- ▶ Facilitate effective use of space and provide strategic advice and planning in space management
- ▶ Actively contribute to the Faculty capital plan development, including streamlining faculty procedures and planning for facility and infrastructure needs
- ▶ Develop and maintain internal and external networks to facilitate and improve processes, operations and works using high-level relationship building and negotiation skills
- ▶ Coordinate non-IT asset stock-take
- ▶ Oversee the issuing of keys and access cards, and facilitate the maintenance, usage and user authorisation of School vehicles.
- ▶ Coordinate testing and tagging of electrical items, fume hoods, biohazard cabinets and autoclave/steriliser service
- ▶ Oversee the implementation of facility related compliance and quality assurance, including audit and reporting requirements to all necessary regulatory authorities.
- ▶ Provide support and advice to Heads and the Manager, Strategy and Operations in relation to compliance issues within the incumbent's portfolio of responsibilities.
- ▶ Oversee induction and EH&S training as required by regulatory authorities, and in consultation with the Faculty and School EHS Coordinator, ensures review and maintenance of the School Safety Training Documents.
- ▶ Ensure hazardous substances are stored, handled and transported appropriately.

- ▶ Evaluate Schools facility related processes, procedures and structures and provides advice and recommendations to the Heads and Manager, Strategy and Operations on changes and/or improvements.
- ▶ Compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A tertiary degree in a relevant discipline and/or an equivalent combination of extensive experience and/or education/training;
- ▶ Excellent communication and interpersonal skills including the demonstrated ability to present information clearly in person and in writing, influence and negotiate, and to interact both discretely and effectively with staff at all levels.
- ▶ Proven leadership skills with the demonstrated ability to successfully coach, lead and motivate staff, including the ability to foster a cohesive team culture.
- ▶ Demonstrated ability to exercise judgement, make recommendations and decisions.
- ▶ Demonstrated ability to initiate and maintain positive working relationships with a range of stakeholders to build common understanding and mutual solutions.
- ▶ Exceptional analytical, conceptual and problem solving skills.
- ▶ Demonstrated ability to adapt to new situations, and quickly assimilate new concepts and information, and deliver positive, innovative solutions to complex operational issues.
- ▶ High level time management and organisational skills, including the ability to prioritise work tasks;
- ▶ A commitment to the delivery of highly quality customer service and a capacity to relate to people from diverse backgrounds;

2.2 DESIRABLE

- ▶ Demonstrated understanding of the higher education environment including its strategic direction.
- ▶ Prior experience in a science environment

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Facility and Operations Manager works under the general supervision of the Manager Strategy and Operations in consultation with the Heads of Schools. Decisions regarding provision of service and technical expertise, as are appropriate to the level of the role, are to be taken without reference to the supervisors. Any problems arising from activities of schools are resolved by consultation with Manager Strategy and Operations or the relevant Head of School when necessary.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Facility and Operations Manager must be able to recognise and resolve operational problems when they occur. The Facility and Operations Manager is responsible for assisting with the maintenance of vehicles and equipment, recognising malfunctions and liaising with third parties to ensure timely repair. The Facility and Operations Manager must be responsible to prioritise tasks on a day to day and long term basis to satisfy the requirements of its various users. Excellent organisational skills are essential, including the ability to plan work and prioritise tasks in a busy environment.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Facility and Operations Manager is expected to continue to develop knowledge, skill and experience to provide expertise in the teaching and research activities of the Faculty.

The Facility and Operations Manager must be fully cognisant of and comply with all relevant legislation relating to Occupational Health and Safety (OHS) and take appropriate measures to ensure the safety of all personnel utilizing the facilities.

The Facility and Operations Manager is required to have a thorough knowledge of and operate at all times according to University and Faculty of Science policies and procedures.

3.4 RESOURCE MANAGEMENT

The Facility and Operations Manager is responsible for ensuring that all equipment and vehicles are kept in operational condition, including routine maintenance, replacement and calibration. You will have line management responsibilities for a team of professional staff and a knowledge or ability to quickly understand the University's requirements in relation to staff management will be required.

3.5 BREADTH OF THE POSITION

The Facility and Operations Manager is responsible for a variety of tasks requiring technical, administrative and personnel management skills. The Facility and Operations Manager is required to have excellent communication and interpersonal skills with a focus on client services by providing effective liaison with academic and professional staff and postgraduate students.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that

address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous strive to service for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 SCHOOL OF BIOSCIENCES

<http://biosciences.unimelb.edu.au>

The School of BioSciences was formed in 2015 through the amalgamation of the School of Botany and the Departments of Genetics and Zoology thus bringing together a critical mass of 160 Academic staff and 240 Research Higher Degree students undertaking world class teaching and research in the biological sciences. Academics within the School are aligned to four research clusters: Ecology, Evolution and Environmental Science; Genetics, Genomics and Development; Plant Science and Computational Biology. Through cross-disciplinary collaborations within the School and with external partners the School is a major recipient of grant and contract funding.

The School is a major contributor to the Bachelor of Science, Bachelor of Biomedical Science and the Environmental Science programs, its teaching program reflecting the research interests within the School.

6.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly

relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than \$290 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 8,600 undergraduate and 2,440 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$70 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$56 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum.

The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>