



## POSITION DESCRIPTION

**Melbourne University Sport**  
Office of the Vice-Principal (Engagement)

### Facilities Manager

<b>POSITION NO</b>	0043686
<b>CLASSIFICATION</b>	PSC 8
<b>SALARY</b>	\$99,199 - \$107,370 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Fixed-term (12 months)
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Jean-Luc Garlick Tel +61 3 8344 7808 Email <a href="mailto:j.garlick@unimelb.edu.au">j.garlick@unimelb.edu.au</a>  <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Facilities Manager leads MU Sport's facilities strategic planning and implementation of infrastructure projects to ensure access to quality sporting facilities for the university community. The Facilities Manager provides high quality management of MU Sport's facilities, grounds and buildings to maximise student participation. The role is also responsible for facilities, grounds and building maintenance, repair and upgrades, ensuring ongoing functional excellence.

The Facilities Manager reports to the General Manager and works closely with the Director.

### ***1. Key Responsibilities***

#### **1.1 PLANNING**

- ▶ Actively contribute to development of the Sport strategic capital plan, planning for short and long term facility and infrastructure needs
- ▶ Develop, implement and report against the KPIs of the Annual Facilities Plan in accordance with MU Sport Strategic and Operational Plans.
- ▶ Contribute to the overall development and implementation of MU Sport Strategic and Operational Plans.
- ▶ In conjunction with senior managers and program coordinators identify, implement and review the annual Facilities Plan that supports all programs and services to achieve participation and revenue targets.

#### **1.2 FACILITIES**

- ▶ Facilitate effective use of space and provide strategic advice and planning in space management
- ▶ Provide efficient and effective building oversight, and manage maintenance and upgrades to ensure facilities are fit for purpose
- ▶ Manage building works projects, in conjunction with University Services
- ▶ Develop and maintain relationships with University Services to ensure high quality and timely delivery of services, particularly in the areas of Infrastructure Operations and Project Services
- ▶ Manage facility maintenance including preventative maintenance programs
- ▶ Develop and maintain systems and procedures for effective administration of infrastructure and resources
- ▶ Oversee facility access and the issuing of keys and access cards
- ▶ Develop and maintain internal and external networks to facilitate and improve processes, operations and works

### 1.3 BUDGET

- ▶ Prepare, present and report against the annual Buildings and Grounds budget to ensure the most effective use of resources.
- ▶ Manage and report on the department's maintenance, minor works and utilities, expenditure budget

### 1.4 SUPERVISION OF STAFF

- ▶ Meet regularly with staff to monitor performance against the operational plan, oversee and coordinate projects and strategic items, monitor financial performance and general work area operations and communicate major issues from EMG Meetings
- ▶ Conduct annual work area review and planning meetings to review operational plan and performance against KPIs, review feedback from external and internal clients and prepare budget proposals for following year.
- ▶ Meet regularly with direct reports to enable staff to seek advice about any current projects, provide assistance in dealing with any critical issues and the provision of agreed staff training and development. Review specific work area procedures at least annually
- ▶ Oversee the appointment and performance of consultants and contractors as required

### 1.5 ADVICE AND PROJECTS

- ▶ Provide high level specialised advice to the Board, Director and other senior managers.
- ▶ Inform the Board, Director and MU Sport staff of developments in law, government policy and industry practices relevant to the area of responsibility
- ▶ Participate in or lead projects associated with Facilities and/or MU Sport

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Demonstrated experience in senior facilities and/or major capital projects in a large and complex organisation and postgraduate qualifications in a relevant discipline or a combination of relevant education and experience.
- ▶ Proven experience in the development and management of facilities, including stakeholder liaison, negotiation and management, building services management, and project management of minor works (e.g. fit-out);
- ▶ Well-developed professional skills, including the ability to effectively balance competing demands to meet deadlines within a high pressure, complex environment;
- ▶ Highly developed interpersonal skills, and the ability to interact effectively and maintain positive working relationships with a wide range of stakeholders from the boardroom to a construction site.
- ▶ Demonstrated ability to work collaboratively and flexibly, both independently and as

part of a team, and to negotiate solutions that resolve competing demands

- ▶ Demonstrated ability to exercise judgement, make sound recommendations and decisions.
- ▶ 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

## 3. *Special Requirements*

May occasionally be required to work after standard business hours or on week-ends, and to travel to regional locations.

## 4. *Job Complexity, Skills, Knowledge*

### 4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Facilities Manager works under the general supervision of the General Manager in consultation with the Director. Decisions regarding provision of service and technical expertise, as are appropriate to the level of the role, are made independently.

### 4.2 PROBLEM SOLVING AND JUDGEMENT

The Facilities Manager must be able to recognise and resolve operational problems when they occur. The Facilities Manager is responsible for Facilities, grounds and building maintenance, recognising malfunctions and liaising with third parties to ensure timely repair. The Facilities Manager must prioritise tasks on a day to day and long term basis to satisfy the requirements of Sport's various stakeholders. Excellent organisational skills are essential, including the ability to plan work and prioritise tasks in a busy environment.

### 4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Facilities Manager is expected to continue to develop knowledge, skill and experience to provide expertise in the management of all Sport facilities.

### 4.4 RESOURCE MANAGEMENT

The Facilities Manager is responsible for ensuring that all facilities and related equipment are kept in operational condition, including routine maintenance, replacement and calibration. The position is responsible for the development and implementation of the Sport strategic capital plan in conjunction with the Director and General Manager.

#### 4.5 BREADTH OF THE POSITION

The Facilities Manager is responsible for a variety of tasks requiring strategic, technical, administrative and personnel management skills. The Facilities Manager is required to have excellent communication and interpersonal skills with a focus on client services by providing effective liaison with all relevant University and external stakeholders.

### ***5. 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 deserve to service for excellence and reach the targets of Growing Esteem.

### ***6. 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.

### ***7. Other Information***

#### 7.1 ORGANISATION UNIT

[www.sport.unimelb.edu.au](http://www.sport.unimelb.edu.au)

Melbourne University Sport (MU Sport) is a Department of the University, reporting to the Vice-Principal (Engagement) and the Melbourne University Sport Board, and provides high-level policy, business and financial advice to the University on the development and management of sport and recreation at the University.

Sport has a special significance for the University through the performance of sporting clubs, teams and high profile athletes that enhance the reputation of the University. The vision for sport is that the University of Melbourne is the leading Australian university in sporting performance, participation and quality of facilities.

MU Sport provides professional management of the fitness, sports and recreation facilities, programs and activities of the University and works closely with all stakeholders and external strategic partners in delivering sport and physical recreation opportunities for the University community in accordance with strategic and operational plans.

MU Sport is responsible for:

- ▶ The Sport Capital Improvement Plan for the development of campus and off campus facilities and manages all University sporting facilities in particular the University Recreation Reserve, the Ski Lodge at Mt Buller and the Boat House on the Yarra River
- ▶ Provision of fitness and recreation services and programs including fitness assessments, personal training, group fitness, physiotherapy and sports massage, support for instructional and recreational club activity, short courses and trips and tours.
- ▶ Provision of sporting opportunities including supporting teams and individual students to compete in regional, national and international student competitions including the Australian University Games, the strategic development and operations of the competitive sporting clubs, professional management and promotion of lunch time and college sport competitions and support for elite level student athletes with the High Performance Sport Program and the provision of sporting scholarships
- ▶ Ensuring the marketing and branding of sport to support student recruitment activity and support the engagement of the alumni with University sport programs and advancement activity
- ▶ Representing the University on matters pertaining to sport and physical recreation to local, state and federal government, Australian University Sport (AUS), sporting bodies and related professional organisations.

## 7.2 BUDGET DIVISION

[www.engage.unimelb.edu.au](http://www.engage.unimelb.edu.au)

The University of Melbourne's Engagement division aims to be recognised as an advocate for

student needs, as a partner and resource for faculties and graduate schools, and as the facilitator of a transformative student experience.

Engagement provides strategic leadership, implementation and coordination of the Learning and Teaching strand of the University's "Triple Helix" agenda, which encompasses the development, delivery and excellence of the curriculum, social inclusion agenda, and student experience. The division delivers student and scholarly information services and manages the University's corporate communications and media activities.

### 7.3 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>.

### 7.4 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.

## 7.5 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>