

Department of State Growth

Statement of Duties

Position Title:	Manager Property and Facilities
Position number:	424060
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 7
Division/branch/section:	Business Services/ Risk and Resource Management
Location:	Hobart
Employment status:	Flexible
Supervisor:	Director Risk and Resource Management

Position Objective

To provide high level leadership and direction for the Property and Facilities Team to enable the strategic and operational management of departmental assets in line with the Department's goals and objectives as well as statutory and government legislative requirements.

As the manager of the Property and Facilities Team, provide definitive advice and recommendations to the Director Risk and Resource Management Branch as well as the departmental Executive members, senior managers and a variety of other stakeholders regarding the management of departmental assets and resources.

Major Duties

- To provide high level, specialist advice to departmental Executive members, senior managers and other stakeholders on a range of complex property and facilities management issues.
- To lead and manage a team responsible for the effective and efficient delivery of a diverse range of property, facilities, and asset management services and work programs, including the management of the department's accommodation and vehicle fleet.
- To plan, develop and coordinate the state-wide delivery of property management services including lease management, leasing of commercial tenancies and the maintenance and development of department-owned properties.
- To oversee the development, implementation and management of the Department's Strategic Asset Management Plan.
- To manage the development, implementation and review of a range of property and facilities management policies, procedures, systems and practices to facilitate continuous business improvement.

- To provide expert building advice and interpretation on technical and procedural matters in relation to, and in accordance with codes of practice, government policy and applicable legalisation.
- To manage complex projects to ensure timely completion within set budgetary constraints. This may include to:
 - Identify, analyse and manage project and contractual risk for building projects and implement appropriate actions; and.
 - Mediate and resolve disputes on contractual, technical and construction matters within project teams, internal and external clients, professional services contractors and other contractors as required.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The Manager Property and Facilities reports to the Director Risk and Resource Management.

The Manager Property and Facilities is expected to operate with a high degree of independence and autonomy and decides upon the approach, priorities, work standards and the allocation of work within the team to achieve outcomes and deliver day-to-day property and facilities management-related services.

The Manager Property and Facilities participates as a senior member of the Risk and Resource Management Branch and has line management responsibility of the Property and Facilities Team. The role is responsible for ensuring that all work carried out by this team is collaborative and aligns with divisional and departmental goals and objectives.

Selection Criteria (Knowledge and Skills):

- Proven knowledge and demonstrated experience in contemporary property and facilities management, including the management of property and building resources as well as government procurement and risk management principles and practices.
- High-level leadership skills demonstrated by a capacity to plan, organise, schedule and deliver outputs and those of a team in an environment of change.
- Proven record of successful project management of concurrent projects and programs associated with property and facilities management, the construction industry and/or building maintenance on a technical and financial basis.
- Highly developed communication and interpersonal skills with the proven ability to effectively consult, negotiate, resolve conflict and develop and maintain positive co-operative relationships with internal and external stakeholders.
- High-level judgment, analytical and problem-solving skills and the ability to deal with abstract conceptual matters with innovation and creativity.
- Demonstrated ability to work successfully with minimal direction and ability to cope with high volumes of work and to meet deadlines.

Position Requirements

Pre-employment

- Nil

Essential

- Nil

Desirable

- Tertiary qualifications in a relevant discipline.
- Current driver's licence.

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

State Growth is a values-based organisation. Our aim is to attract, recruit and retain people who will uphold our values and are committed to building a strong values based culture. Our values and behaviours reflect what we consider to be important, that is

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the **Courage to Make a Difference** through:

- **Teamwork** – our teams are diverse, caring and productive
- **Respect** – we are fair, trusting and appreciative
- **Excellence** – we take pride in our work and encourage new ideas to deliver public value
- **Integrity** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)

Approved Director Risk and Resource Management **Date** September 2024

Classification approved September 2024