

## Position Description

### Senior Manager, Facilities and Technical Services

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<b>Position No:</b>	New
<b>Business Unit:</b>	Facilities & Technical Services
<b>Division:</b>	Office of the Provost
<b>Department:</b>	Office of the Provost
<b>Classification Level:</b>	HEO10
<b>Employment Type:</b>	Full-Time, Continuing
<b>Campus Location:</b>	Melbourne (Bundoora)
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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## **Position Context/Purpose**

The Senior Manager - Facilities and Technical Services, is responsible for the management of physical, resource and technical requirements across all Schools at La Trobe University. The position will manage teams of specialist staff to provide expert technical support and advice to academics, researchers, and students to enable effective teaching and research outcomes. The incumbent will work closely with School Senior Managers, and Infrastructure & Operations to proactively manage technical challenges, develop safe technical procedures, provide advice on technical procurement, and oversee minor works projects. The Senior Manager – Facilities and Technical Services will be the technical delegate on major works projects.

The Senior Manager – Facilities and Technical Services will be expected to exercise judgement, initiative, and discretion across a broad technical skill set. This position will work closely with academic, research and technical staff on a day-to-day basis to ensure effective and efficient delivery of support services across all stakeholders of the University.

### **Duties at this level will include:**

- Perform complex, significant and high level creative planning, program and managerial functions with clear accountability for program performance. Comprehensive knowledge of related programs.
- Be accountable for the achievement of significant organisational objectives and programs.
- Lead, manage and motivate staff in a major functional area or service grouping. Developing and raising their performance including responsibility for setting and reviewing longer term performance criteria and objectives.
- Lead major projects and initiatives which have significant resources and/or strategic impact.
- Take into account the views and interests of others, carry prime responsibility (that is, be the catalyst or driving force) for the development or significant amendment of policies or systems which will impact across the University.
- Review performance & services in the area of responsibility and compare it to best practice elsewhere, identifying areas of improvement in structure, practices, policies and technology which may result in change that may also impact on other areas of the University's operations.
- Manage the daily activities of designated facilities or laboratories, including the operation, maintenance, and repair of equipment in the laboratories, computing laboratories and workshops.
- Ensure compliance processes with strict environmental regulations of laboratories for undergraduate and postgraduate research.
- Identifying 'at risk' areas within laboratories and initiate appropriate processes.
- Researching and recommending technical solutions to meet the teaching and research strategies, which includes detailed consultation with academic and research staff internal and external to the University.
- Liaise and initiate I&O staff to undertake major, minor and routine works in order to meet faculty technical and laboratory needs.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- Experience and expertise in the management of significant human and material resources, or postgraduate qualifications and extensive relevant experience, or experience and expertise in the provision of strategic policy advice affecting the direction of the University, or an equivalent alternate combination of relevant knowledge, training and/or experience.

- Demonstrated high level of theoretical and applied knowledge in professional area of expertise.
- Significant demonstrated experience leading a multi-disciplinary Facilities & Technical Team.
- Demonstrated commitment to Health, Safety and Environment, facility compliance and quality assured outcomes.
- Demonstrated ability to take responsibility for achievement of objectives and programs affecting a significant organisational area at Faculty level or equivalent.
- Excellent interpersonal skills and demonstrated experience in liaising with staff at all levels of an organisation, negotiating effective outcomes, consultation and facilitation of group discussions.
- Proven ability to deal with concepts, decisions and complex information or situations in an efficient and effective manner. Capable, agile, flexible and patient with process, and the ideas of others.
- Strong leadership skills including the ability to negotiate, motivate, influence and build relationships.
- Proven experience and success in managing staff performance and development.

### **Capabilities required to be successful in the position**

- Ability to work collaboratively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative, critical and systems thinking, ability to promote a culture of innovation within local area, enabling staff members to evaluate current work practices and identify solutions to local and organisational problems.
- Ability to operationalise strategy, adapt quickly to disruption and successfully lead people through change – building a culture in which staff members actively contribute to the improvement of local and organisational practice.

### **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.

### **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**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

## La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- *We are **Connected**:* We connect to the world outside — the students and communities we serve, both locally and globally.
- *We are **Innovative**:* We tackle the big issues of our time to transform the lives of our students and society.
- *We are **Accountable**:* We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- *We **Care**:* We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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Initials:                      Date: