

World class water services for a better life

Position Title	Facilities Management Specialist		
Position Number(s)	TBC	Manager Title	Manager Logistics and Fleet
Business Group	Business Services	MoR Title	Senior Manager Procurement
Business Unit	Procurement	Direct Report's Title(s)	Not Applicable

What is the unique purpose of the role?

Provide professional advice and guidance to deliver cost effective Facilities Management (FM) solutions for SA Water's asset portfolio.

What does the role do?

The key accountabilities unique to this role are (3-6 required):

Key Accountabilities	Accountability Details (2-8 per accountability)
Effective contract management & service delivery	<ul style="list-style-type: none"> Effectively manage and enhance the service delivery contracts for Regional Accommodation, Adelaide Metro Accommodation and related FM contracts including couriers Contract documentation and variations to be managed in partnership with SA Water Procurement Contract meetings to be completed & accurately recorded Asset planned maintenance to be delivered to agreed programmes Compliance program to meet statutory requirements to be developed and delivered Supplier records and documents to be reviewed and audited Supplier KPI's to be monitored monthly against targets Initiatives for service delivery savings to be identified, reported & implemented
Day to day operational management of regional and metro FM	<ul style="list-style-type: none"> Management and monitoring of scope and budget Attendance at weekly operations meetings, or as required Approving and management of invoicing from all FM service providers Being key internal contact for all FM related queries and issues Responsibility for resolution of any FM issues
Provide management support and accurate service delivery & financial reporting	<ul style="list-style-type: none"> Annual Facilities Budget to be developed & expenditure reporting to be provided monthly Identify & implement service delivery cost saving initiatives

Together we deliver safely and stand accountable, genuine and innovative every day.

Key Accountabilities	Accountability Details (2-8 per accountability)
Coordination of lifecycle asset planning	<ul style="list-style-type: none"> Develop & manage the property portfolio lifecycle asset renewal programme in partnership with Asset Management Develop & maintain up to date lifecycle asset renewal programmes, budgets and expenditure reporting in partnership with Asset Management Effectively work with internal stakeholders and Capital Delivery to ensure fully integrated projects are meeting business needs Ensure capital work projects are effectively handed over to FM contract service suppliers & clients with correct records and documentation provided in partnership with Capital Delivery
Ensure relevant policies, processes and procedures are developed, updated and maintained	<ul style="list-style-type: none"> Develop, update and maintain FM Policies, processes and procedures Identify & implement cost saving opportunities by changing policies, processes and procedures Policy documents to be developed, reviewed and implemented annually in accordance with SA Water requirements

Knowledge, skills and experience the role requires

Criteria which will be used for recruitment and selection for this role (maximum of 8):

Foundation Knowledge, Skills, Experience and Qualifications	Essential or Desirable
Relevant tertiary qualification or demonstrated experience in facilities management	Essential
Demonstrated experience in people leadership, development and team building	Essential
Demonstrated experience Commercial acumen and strategy setting	Essential
Demonstrated written and verbal communication and stakeholder management skills	Essential

Who you work with

Key Stakeholder Relationships critical to the success of this role (maximum of 6):

- Procurement
- Asset Management
- Capital Delivery
- Finance
- Asset, Operations & Delivery
- Customer Field Services

Special conditions

Does the role have any unique requirements?

- Flexible hours and some after hours as required, some intrastate travel (mandatory)

Your PD outlines what the requirements of your role are. The behaviours you demonstrate are equally as important and form part of your PD.

Together we deliver safely and stand accountable, genuine and innovative every day.

Template: Position Description Version 4.0 06/12/17

Together we deliver safely and stand accountable, genuine and innovative every day.