

## Position Description



Position title:	Works Supervisor
School/Directorate/VCO:	Facilities Services
Campus:	Berwick Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 6 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Mr Tim Wong, Coordinator, Facilities Telephone: (03) 5327 9563 Email: tim.wong@federation.edu.au
Recruitment number:	850268

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

### Position summary

The Works Supervisor is responsible for coordinating and contributing to a broad range of campus activities at the Berwick campus that supports the delivery of building and maintenance services and contribute to the safe operation of the Campus in accordance with University OH&S systems and processes. The position will act as Deputy Campus Warden and support Security, other Warden's and the Emergency Liaison Officer.

The Works Supervisor will assist the Coordinator, Facilities in the effective management of all building remedial, statutory and planned maintenance works on campus to meet legal requirements.

The position will form part of an after-hours and on-call roster and deal with issues associated with the facility and its infrastructure, or in emergency situations as required.

Travel between Campuses will be required.

### Key responsibilities

1. Act as the first point of contact for Facilities operational matters at the Berwick Campus to support the effective operation of academic and support services on site, including coordinating breakdown and backlog maintenance of buildings and grounds.
2. Assist the Berwick Project Team with the implementation of project actions as required at the campus in relation to facilities and operational matters.
3. Act as a contact point and provide effective and efficient service to stakeholders in relation to BEIMS requests and liaise with students and staff regarding issues or complaints relating to a range of building and service contract issues, access and distribution of keys.
4. Provide support and input into the strategic maintenance plan and budgets, including the establishment and maintenance of plant and equipment identification data base to support a replacement program and forward planning.
5. Monitor and coordinate the implementation and completion of work schedules for statutory and planned building maintenance, including monitoring budgets.
6. Coordinate and complete site inductions for contractors and ensure all relevant permits, identification, access and parking permits are arranged prior to commencement of work.
7. Coordinate the allocation of space, in consultation with the campus timetable by identifying and developing appropriate parcels of space to meet the project needs of the Berwick campus and service providers.
8. Assist with the operation of the campus fire detection system, Emergency Warning and Intercommunication System (EWIS) and fire protection equipment to ensure compliance with legislative and University requirements.
9. Monitor compliance with University OHS policies and procedures and complete regular workplace inspections, ensuring completion of HIRAC, JSA, SWMMs and other relevant documentation.
10. Act as Deputy Campus Warden and support the emergency response to the campus, ensuring the safety of all on campus.
11. When required, liaise and work collaboratively with the Critical Incident team and Deputy Emergency Services Liaison Officer during an incident and support the operational response taking place at the scene.
12. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
13. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## Level of supervision and responsibility

The Works Supervisor is responsible for supporting the day-to-day coordination of Facilities operations at the Berwick Campus. Working under the broad direction of the Coordinator, Facilities, the position works independently to complete the requirements of the position. The position oversees contractors working on campus to ensure completion of works whilst working within budgets and client expectations.

The Works Supervisor operates with some independence and the ability to use initiative whilst still adhering building standards, codes of practice and guidelines as well as University policies and procedures pertaining to operations and facilities management matters. The position is required to effectively manage their time, setting priorities, planning and organising their own work and that of others to achieve objectives efficiently and within the resources and deadlines set.

The Works Supervisor will require a sound knowledge and understanding of OH&S, facilities management, Essential Safety Measures, Australian Construction Code, relevant Australian Standards, building codes of practice and guidelines as well as some knowledge in building and work management systems. The position will also be required the development of a good understanding of the operational requirements of a multi-sector, multi-campus university and the University's policies and procedures in order to contribute effectively to operational management.

The position will be required to act in the position of Coordinator, Facilities during leave and absences.

## Training and qualifications

A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in relevant fields; or an equivalent combination of relevant experience and or education/training.

A current Working with Children Certificate is required, or willingness to obtain one.

Experience or qualifications in the maintenance of large building facilities, building automation systems, and OH&S and emergency management is highly desirable.

## Position and Organisational relationships

The Works Supervisor reports to the Coordinator, Facilities and works collaboratively with the Facilities Services Officer on the Berwick campus. The position is also be required to liaise with colleagues from Facilities Services on other campuses.

The Works Supervisor is required to develop and maintain positive working relationships with both internal and external stakeholders to achieve satisfactory outcomes. The nature of work in this position requires liaison with academic and professional staff from all levels across the Berwick campus and will therefore require a good understanding of the University structure and how this role can assist and/or impact the daily operations of the campus.

The Works Supervisor is required to develop extremely good working relationships with all external contractors working on the campus to ensure work is completed as requested, on time, within budget and keeping in mind the safety of staff, students and visitors on the campus.

## Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in relevant fields; or an equivalent combination of relevant experience and or education/training.

A current Working with Children Certificate is required, or willingness to obtain one.

Experience or qualifications in the maintenance of large building facilities, building automation systems, and OH&S and emergency management is highly desirable.

2. Demonstrated experience in facilities management, including supervising contractors and monitoring work in progress as well as experience in supporting project objectives and outcomes.

3. Demonstrated awareness and application of the National Construction Code, Australian Standards and other relevant building statutes and standards.
4. Demonstrated ability to interpret building maintenance and construction contracts, drawings and specifications and analyse problems using a systematic approach to identify issues and risks.
5. Demonstrated ability to work both collaboratively as well as independently.
6. Demonstrated interpersonal, consultation and communication skills, including the ability to develop positive and productive working relationships with a diverse group of stakeholders.
7. Demonstrated understanding of OH&S legislation, practices and principles, including the ability to undertake workplace inspections and audits.
8. A current driver's licence will be required to drive University vehicles together with the capacity to undertake travel to other campuses and be available for after-hours/on-call work.
9. Demonstrated working knowledge and application of the Child Safety Standards.
10. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*