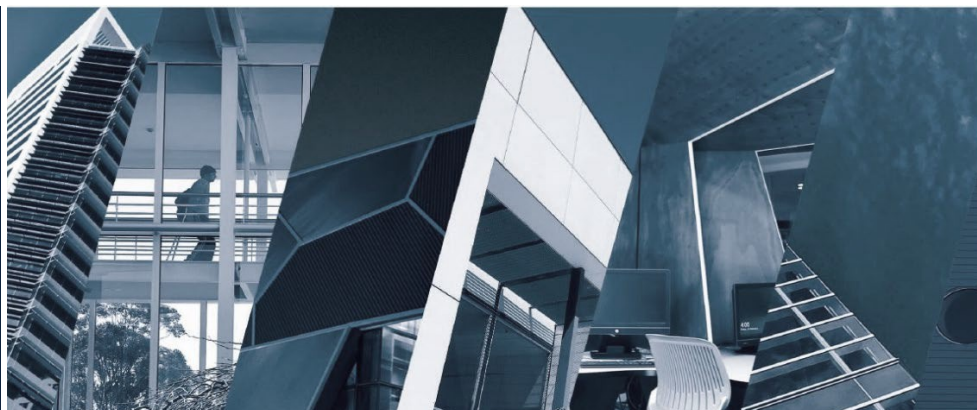


Position Description



Position title:	Manager, Property and Environment
School/Directorate/VCO:	Facilities Services
Campus:	Mt Helen Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 9 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Mandatory directions	Directions from Victoria's Chief Health Officer require all Victorian-based Federation University workers to be fully vaccinated, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions.
Further information from:	Anandh Ravi, Associate Director, Asset Services Telephone: (03) 4313 7948 E-mail: a.ravi@federation.edu.au
Recruitment number:	851212

Position summary

The Manager, Property and Environment is responsible for University-wide Property and Lease Management, Asset Management, Environmental Sustainability, Access Control, Waste and Utilities Management.

The position is responsible for monitoring and reporting on the University's Asset Lifecycle Management functions and the Asset Management System Framework.

Portfolio

Federation University's Facilities Services Directorate is committed to assisting the University to achieve its strategic goals of becoming a popular student destination; offering a high-quality student experience; making a positive impact; being a workplace of choice and being an efficient organisation.

The Directorate primarily supports these goals through the delivery of services to support maintain, improve, and further develop a diverse range of physical infrastructure assets located across regional western and eastern Victoria, Melbourne, Brisbane and NSW and includes major sites within Ballarat, Horsham, Berwick and Gippsland.

The portfolio of assets under management varies in use from academic, research, commercial tenancies and accommodation facilities and includes over 300 buildings, with a combined gross floor area of 274,000 square meters. These assets range in age from a few years to over 150 years.

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.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Asset Management

- Implement and ensure continuous improvement of Facilities Asset Management Strategy (SAMP) and Asset Management Plan (AMP).
- Prepare reports for the Asset Management Group, advising on performance of assets, risks, and issues.
- Ensure the integration of University's Asset Management Framework requirements across other departments and guide departments in implementing the same.
- Develop, implement and ensure continuous improvement of Asset Management systems and Asset lifecycle processes.
- Liaise with stakeholders across the University to ensure University-wide compliance with Victorian State Government's Asset Management Accountability Framework (AMAF)
- Set performance levels and level of service (LOS) targets for University assets, develop strategies for achieving service & performance levels and monitor implementation.
- Ensure University assets meet all regulatory and legislative requirements.
- Assist with Financial planning and expenditure forecast for University assets.
- Ensure the Asset Register is current and relevant with all required asset information in alignment with Asset Data Management Standards.

2. Property and Lease Management

- Manage all University properties, including managing lease negotiation of non-Commercial properties, tenant relationships, rent invoicing and coordinating maintenance activities.
- Develop and maintain a register of all University owned and leased premises, with Title information and risks associated with each property. Ensure end-of-lease terms are tracked and prompt action taken as required.
- Ensure timely payment and invoicing of leases and coordination with University Financial Services department.
- Ensuring that all University Facilities are in compliance with essential safety measures and other building regulatory requirements.

3. Environmental Sustainability

- Lead the development, implementation and continuous improvement of University Sustainability Strategy including standards and policies.
- Ensure that University's environmental sustainability initiatives are completed, within allocated budgets and time constraints.

4. Access Control and CCTV

- Manage University's Access Control and CCTV system and infrastructure.
- Ensure access is provided to approved personnel only, especially for sensitive, high-risk, and critical areas of the University.
- Ensure all Access requests are actioned promptly in line with relevant policies and procedures.
- Work closely with Risk, Health & Safety department to ensure appropriate lockdown systems and processes are in place.
- Ensure Access Control and CCTV infrastructure meet University's security requirements and are upgraded as required.

5. Waste Utilities Management

- Develop and implement University Waste Management Plan, aligning with the Sustainability Strategy.
- Manage utility procurement and distribution, including maintenance of systems within all University owned properties.
- Ensure compliance with regulatory requirements and other sustainability initiatives.

6. Ensure the efficient management of the Property and Environment Unit.**7. Reflect and embed the University's strategic purpose, priorities and goals.****8. 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 Manager, Property and Environment will report to the Associate Director, Asset Services, and be required to work under Broad direction and a considerable degree of autonomy. In addition, the position will have a functional reporting line to the Director, Facilities Services.

The position will be required to provide high level strategic advice and support to the Associate Director, Asset Services on Asset Management, Property & Lease Management, Environmental Sustainability, Access Control and CCTV and Waste and Utilities Management to achieve University-wide physical infrastructure strategic objectives.

The Manager, Property and Environment is required to make recommendations to Asset Management Group, Chief Operating Office, Vice Chancellor's Senior Team and senior managers on the matters relating to University Assets, their performance, risks and impacts to the organisation.

Position and Organisational relationships

The Manager, Property and Environment will work under the broad direction of the Associate Director, Asset Services. The position will liaise with stakeholders across the University, including infrastructure users, tenants, landlords, external consultants and contractors.

The Manager, Property and Environment will work collaboratively with all staff within Facilities Services including Planning and Design, Projects, Operations and Maintenance teams. The position will be expected to manage outcomes including asset performance levels, which are satisfactory to stakeholders and delivered within budget and time-frames.

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:

Training and qualifications

1. Postgraduate qualifications or progress towards postgraduate qualifications, in civil, mechanical, or electrical engineering, and extensive relevant experience or extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training. Formal qualifications in project management would be advantageous.

Experience, knowledge and attributes

2. High level of demonstrated knowledge, experience, and ability to provide strategic advice and support on Asset Management, Property Management, Access Control and CCTV, Environmental Sustainability and Waste and Utilities Management
3. Demonstrated ability to manage concurrent complex tasks, shifting priorities and timelines through strong analytical and problem-solving capabilities.
4. Demonstrated outstanding interpersonal and communication skills and the ability to work well with all levels of management and personnel to achieve goals, including the ability to work independently and in a team-oriented, collaborative environment.
5. High level research, administrative, analytical, and problem-solving skills in order to assist in the formulation of policy and compilation of reports and recommendations
6. Strong competence in using IT packages, including the Microsoft Office suite, and prepared to learn new packages as required.
7. Experience in leading and managing a team and fostering a culture of continuous improvement.
8. Demonstrated working knowledge and application of the Child Safety Standards.
9. A current driver's license will be required to drive University vehicles together with the capacity to undertake travel to other campuses.

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.