



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Facilities Compliance Administrator
<b>DIVISION</b>	Shared Services
<b>DEPARTMENT</b>	Assets and Facilities
<b>REPORTS TO</b>	Senior Manager, Assets and Facilities

### ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood's Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

- Inclusive services and communities for everyone
- Thriving and resilient children and young people
- Economic security for all
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation

### DEPARTMENT PURPOSE

Shared Services is one of eight Divisions of the Brotherhood of St. Laurence (BSL), and has responsibility for the provision of support services to the other Divisions, as well as developing and promoting social enterprise opportunities.

The Facilities and Assets department is responsible for whole of lifecycle management of BSL's tangible assets as they relate to Property. The department also manages leased

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properties, company motor vehicles, and equipment. The objective of the department is to realise fit for purpose, value for money, compliant facilities and assets.

## **POSITION PURPOSE**

This role is responsible supporting the Facilities & Assets team by undertaking a range of Facilities & Assets related compliance tasks, and for supporting the Facilities & Assets team in other tasks to achieve fit for purpose compliant workplaces. This role also acts as an intermediary between the whole of BSL and its appointed Fleet incumbent (who manage BSL's Fleet of Motor Vehicles) to ensure vehicle and driver records are accurate and updated real time, and to action assignment of infringement notices.

This position formally represents the Facilities & Assets Team in wider organizational Projects and Tenders as required.

## **KEY RESPONSIBILITIES**

- Maintain the Contractor Due-Diligence records so that records are current and compliant by collecting and ensuring all licenses and certificates are current and defined for the goods and services on offer, including:
  - Insurance Certificates of Currency
  - Workcover Certificates
  - Trade Licenses
  - Working with Children Checks
  - COVID Vaccination checks (in accordance with any mandatory government guidelines)
- Maintain the Contractor Non-Conformance Register in real time, for reporting purposes and for circulation to communicate permitted and non-authorized contractor engagement.
- Action of specific due-diligence activities being combustible cladding audits, Essential Safety certifications for leased properties
- Ensure all property register records are maintained real time, kept current, and are legible to form part of Compliance Property Committee reporting.
- Undertake Maintenance (Upkeep) activities to support other members of the F&A Team, ensuring that:
  - records are delegated to appropriate resources so that they are actioned and work flowed from commencement to completion within acceptable time frame, including communications with contractors, and recoding progress
  - Pricing and approvals are obtained Assigning compliant contractors and issue work-orders to undertake facility services activities Work-orders are monitored through each progress status to completion Communication to validate satisfactory delivery of works occurs with stakeholders Validate charges for services rendered and reconcile invoices against completed work-orders, and apply standard category cost codes.
  - Review and code monthly invoices accurately
- Work with BSL internal departments and local councils to co-ordinate designs and permits where a permit is required for signage.

Work as part of the F&A Project Team to directly support the Project Lead in all aspects of project stages, as requested

- Support other members of F&A team to work through the building permit process where a permit is required for other physical building works.
- Maintaining the Facilities & Assets centralized database (Sharepoint) current with standard naming formats demonstrating best practice document control
- Maintaining Fleet Manager database of Driver and Driver Record Changes for company motor vehicles
- Act as the main point of contact for internal departments in relation to Fleet enquiries and support drivers in their enquires to BSL's incumbent fleet provider (where necessary or escalated)
- Coordinating Driver Infringement Nomination process to completion within specified time frame
- Goods receipt works, validate invoices, and code all property related invoices in accordance with BSL Accounts Payable processes
- Undertake Monthly Analysis of activities and spend on all facility services categories and prepare monthly reporting
- When asked to do so, represent the Facilities & Assets Department in providing administration and compliance support as it relates to tenders across the wider organisation Restock PPE in required work areas, if directed
- Back fill reception duties whilst reception staff are breaks through-out certain designated days, and when regular reception staff are on planned and unplanned leave
- Other duties as required as directed

**Career Experience:**

- Understand dependencies and impacts of assigned tasks
- Able to prioritise tasks and deliver outcomes within due and acceptable time-frames
- Well developed interpersonal and communication skills with the ability to build effective relationships, tailor language to suit the audience, and converse in a meaningful way with people of diversity
- Capability to understand and adapt processes to best practice methods considering OHS

**Personal Qualities:**

- Strong attention to detail, able to interpret, record, and report accurate
- Be meticulous in following instruction and delivering premium quality on all assigned tasks
- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

**Qualifications/other:**

- Intermediate level in Microsoft Software Applications.

**MANDATORY EMPLOYMENT CRITERIA**

- Specific work requirements include weekend work, evening shifts, public holidays, work based travel, after hours on call, attendance at a variety of different work locations
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- Proof of eligibility to work in Australia is required

- A satisfactory Police Check is required. The Brotherhood will facilitate this process
- a Working with Children Check is required for this position. The Brotherhood will facilitate this process
- This role has a driving requirement. A current motor vehicle drivers license is required. (A company vehicle will be made available when driving is necessary to undertake the work)