



Position Detail			
Senior Facility Manager – Property Makegood			
<b>Reports To</b>	National Facility Manager	<b>Group</b>	Asset & Capability Lifecycle Management
<b>Classification</b>	ASA7A	<b>Location</b>	Melbourne
<b>Reports – Direct Total</b>	Nil		

### Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports and provide aviation rescue fire fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value and embedding new ways of working and technology investments to further innovate and optimise.

### Primary Purpose of Position

As Senior Facility Manager – Property Makegood you will be responsible for the delivery of assigned projects in compliance with Airservices policies, procedures and guidelines. This role requires the management, coordination, direction and oversight of the development of projects or a set of related projects and activities in order to deliver outcomes and enable benefits related to the organisation's strategic objectives.

### Accountabilities and Responsibilities

#### Position Specific

- Lead, plan and deliver organisational projects within scope, budget, and timeframes.
- Develop resource plans and manage resources in support of project delivery.
- Engage and manage stakeholders, users, customers, subject matter experts across the value chain and other functions to deliver the project
- Ensure there is a continuous focus on objectives, capabilities and realisation of service outcomes and benefits
- Work within the Facilities Delivery Team to deliver benefits to the organisation
- Develop and maintain accurate project plans and provide accurate and timely reports on project status
- Identify and manage project risks and opportunities

## People

- Maintain an effective working relationship with team members, key stakeholders and other Airservices teams across the value chain to ensure that there is effective coordination of all activities to deliver the program objectives.
- Lead, coach, develop, and support a high-performing team with an emphasis on creating an accountable performance culture
- Apply contemporary project management and organisational change practices when dealing with stakeholders, such as:
  - Work package, dependency and resource planning (including negotiation the sufficient allocation of resources external to the project)
  - Assigning, monitoring and coordination of technical resources to achieve project outcomes
  - Communicating all project risks, issues and dependencies in an effective and collaborative manner
  - Maintaining relationships with key technical and business stakeholders

## Compliance, Systems and Reporting

- Adhere to enterprise governance systems and policies, including finance, safety, environmental, WHS, risk and compliance.

## Safety

- Discharge safety accountabilities as per current relevant procedures
- Compliance with regulatory, safety, risk, environmental and any other applicable standards.
- Managing and controlling access to hazardous areas including construction sites

## Key Performance Indicators

### Efficient, Effective and Accountable

- Deliver project within approved schedule
- Builds and maintains effective working relationships
- Provides team with clear direction, motivates and empowers others
- Takes responsibility for actions, outcomes and people

### Commercial

- Deliver project within approved budget
- Determine and adhere to Airservices procurement guidelines and procedures
- Leading contracting and procurement team activities as per Airservices standards and communicate requirements and or specifications to achieve project objectives as well as Airservices best interests.
- Evaluate responses from suppliers and follow agreed selection processes. Develop effective working relationships with contractors and suppliers

### Safety

- Compliance with safety, risk, environmental and any other standards
- Ensure traceability and validation of safety requirements and how they are met.
- Demonstrate safety behaviours consistent with enterprise strategies and manage projects in accordance with WHS accountability requirements

## Key Relationships

- National Facility Manager – Provide timely and detailed updates on project activities or conflicting priorities, issues and risks.
- Facility Managers - Contribute towards management of the wider facilities portfolio and share information as required
- Schedulers – Manage the development and refinement of the project schedule
- Finance – Manage approvals, budget and reconciliation activities

- Internal stakeholders and resources – Information sharing with stakeholders and coordination of project assigned resources during the various phases of the project
- External vendors and stakeholders – Procurement and contract management activities for the purpose of acquiring goods and services for the delivery of project activities

### Skills, Competencies and Qualifications

- Project management qualifications with supporting experience. Experience in regulated environments, operational service delivery and/or aviation is also desirable.
- Demonstrated sound judgement, business acumen and decision making, with a focus on results in a service delivery environment
- Demonstrated high level interpersonal skills, including negotiation and conflict management skills
- Demonstrated ability to develop and present innovative solutions and influence outcomes
- Demonstrated ability to establish and maintain relationships to facilitate partnerships and cooperation
- Strong written and verbal communication skills, with a proven ability to communicate with senior executives, and internal and external stakeholders with a range of backgrounds (including vendors), and to escalate issues appropriately.
- Experience using Project Server, Microsoft Project and/or equivalent scheduling tools

### Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.