

Position Description

Coordinator Facilities & Property Maintenance

Position profile

Business Unit	City Works	Position number	
Department	City Presentation	Status	Permanent Full Time
Salary group		Last review	
Reports to	Manager City Works		

Overview

Bayside Council brings together the former City of Botany Bay and Rockdale City Councils. The new organisation was established by Proclamation on 9 September 2016. The Bayside Council area covers approximately 50 square kilometres and has an estimated population of 152,814.

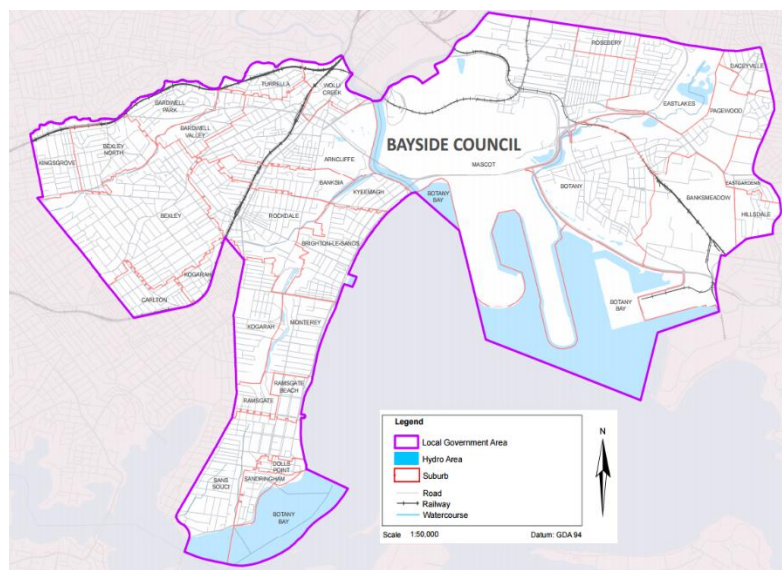
Bayside Council is the gateway to Sydney's south. With significant state infrastructure within our boundaries and key transport corridors between Port Botany, Sydney Airport and greater Sydney, change is everywhere and so are the opportunities.

Bayside Council represents a fresh start for the community and a great opportunity for staff to build a new and stronger Council.

This is an exciting opportunity for an innovative, people focused and outcomes driven leader to be part of creating a modern, dynamic organisation that serves the Bayside community well.



- Population: 152,814
- Area (sq Km): 50
- Number of Wards: 5
 1. Botany Bay Ward
 2. Bexley Ward
 3. Rockdale Ward
 4. Mascot Ward
 5. Port Botany Ward
- Staff: 800



Values

Bayside Council is committed to providing a positive customer experience to our community and customers. In collaboration with our staff, the Leadership team will refresh our values to reflect the new organisation and vision for the future.

The guiding principles of respect, trust, accountability, leadership, innovation, collaboration, and excellence in customer service define how Bayside Council strengthens its working environment to deliver on the aspirations of our community.

Primary purpose of the role

Provide leadership to the Facilities and Property Maintenance team to deliver and monitor the annual Facilities and Property Maintenance and Capital Work Programs in line with Council's identified asset management and improvement strategies.

The role is responsible for the planned and reactive maintenance services for Building Assets, including the management of contracts for the provision of trade, fixed maintenance and operational services that relate to Council's building and facilities assets.

Key accountabilities

Within the area of responsibility, this role is required to:

- Deliver Property Maintenance and Capital Works programs to implement Council's Operational Plan and organisational goals.
- Manage and monitor service provision related to security, cleaning, sanitary hygiene, HVAC and fire safety measures to ensure quality outcomes are achieved within agreed program scope and timeframes.
- Assist to prepare, monitor and review the financial budgets, to identify and report variations and amended forecasts to the Manager City Works.
- Provide regular reports on results achieved against targets to address identified asset management and improvement risk and compliance strategies and to support decision making.
- Provide emergency call out resources to assist in local disasters, and in-house response teams.
- Engage and consult with stakeholders to identify their requirements and use this information to enable organisational direction, strategy and action.
- Promote the positive and collaborative culture and values of the organisation through open, fair and transparent decision making and ethical, professional behaviour.
- Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities.

Key challenges

- Delivering customer centric services and resolving issues in a timely manner to maintain a quality level of service and provide a positive experience to our community and customers.
- Managing the program of work to comply with the requirements of the Office of Environment and Heritage and ensure that our natural environment is protected from harm.

- Implementing strategies to ensure the safety of staff and the public given the need to comply with legislative and Council health and safety obligations and to minimise risk of injury and harm.
- Balancing community expectations, staffing, resources and government requirements in a politically sensitive environment of competing priorities and timeframes.
- Delivering value for all stakeholders in an ethical, social and environmentally responsible manner.

Role Dimensions

Decision Making






- The role operates with a high level of autonomy and is fully accountable for the delivery of initiatives and projects, on time and within budget to meet expectations in terms of quality, deliverables and outcomes.
- Accountable for implementing the decisions made by the governing body, General Manager and Directors of Council.
- Guided by the Council-agreed strategic plans, policies, statutory guidelines and relevant legislation.
- Determine day-to-day team priorities in line with approved budget and Council plans.

Essential Requirements

- Tertiary qualifications and/or equivalent experience in a relevant field.
- Demonstrated experience in leading and managing multi-disciplinary teams within relevant field.
- Extensive understanding and knowledge of Risk Management and Work Health and Safety practices and procedures.
- Current Driver's Licence Class C.

Competency summary

Below is the full list of competencies adapted from the NSW Public Sector Capability Framework and the level required for this role. The competencies in bold are the focus competencies for this role. Refer to the next section for further information about the focus competencies.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

Focus Competencies

The focus competencies for the role are the competencies in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Business Enablers Finance	Intermediate	<ul style="list-style-type: none"> • Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending • Take account of financial and budget implications, including value for money in planning decisions • Present basic financial information to a target audience in an appropriate format

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them • Display an awareness of financial risk and exposure and solutions to address these
Business Enablers Procurement & Contract Management	Intermediate	<ul style="list-style-type: none"> • Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management • Conduct delegated purchasing activities, complying with prescribed guidelines and procedures • Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks

Corporate Obligations

Employees	To be determined upon final approval of structure.
Budget	Council adopted budget for financial year.
Delegations	Decisions associated with this position are to be made in accordance with the Delegations of Authority approved by the General Manager.
Risk Management	Contribute to Council's risk management framework.
Integrated Management Systems	Continually review policies, procedures & processes to increase organisational effectiveness and efficiency and create a culture of innovation and continuous improvement.
Workplace Health and Safety	<p>Coordinators and Supervisors, Team Leaders have overall responsibility, accountability and authority to provide a healthy and safe workplace for workers throughout their area of responsibility. Coordinators and Team Leaders will assist in the implementation of appropriate resources to meet the Department's work health and safety (WHS) objectives and assist in the implementation of strategies and will have the will have the following WHS responsibilities:</p> <ul style="list-style-type: none"> • Participate in the implementation of WHS information within Council's Safety Management System (SMS) for complying with any legal duty or obligation • Participate in consultation of WHS issues in their area of responsibility and WHS reporting, risk assessment and incident investigations are undertaken and implemented • Ensure that all workers in their areas of responsibility implement and monitor policies and procedures for their area of responsibility which reflect Council's SMS • Ensure that all workers in their areas of responsibility are provided with the necessary knowledge and skills to effectively enable them to carry out their WHS responsibilities and assess their WHS performance through KPIs noted in Individual Work Objectives • Ensure all workers have received orientation, WHS induction and relevant task specific WHS training within one (1) week from commencement • Ensure workers in their control are issued with and wear personal protective equipment and follow safe work procedures, where relevant • Report all hazards, near misses, and incidents as soon as made aware and no later than 24 hours following the event, and • Participate in incident investigations and risk assessments within 24 hours of notification. <p>INDOOR EMPLOYEE:</p> <p>To be aware of appropriate procedures in relation to safe manual handling techniques when undertaking work tasks, including:</p> <ul style="list-style-type: none"> • Lifting/moving files, storage boxes etc, • Moving equipment for set up and storage, • Moving tables and chairs for meetings or training,

	<ul style="list-style-type: none"> Sitting and working posture when in meetings and at the workstation.
Code of Conduct	All staff are required to adhere to the Code of Conduct and associated policies, including, but not limited to Gifts and Benefits policy; Secondary Employment policy; Public Interest Disclosure policy; and Bullying & Harassment Prevention policy.
Customer Service	Provide quality customer service to external and internal customers in accordance with Council's values, policies and procedures.
Records Management	Comply with Council's Records Management policies, procedures and guidelines.
Disclosures of Interest	Disclose pecuniary interests (if a designated person in accordance with s 441 of the Local Government Act 1993).
Equal Employment Opportunity	Comply with EEO based legislation and Council's policies, procedures and guidelines.

HUMAN RESOURCES USE (REMOVE EITHER YES OR NO)

Does this position fall under the definition of child related employment?	No
Does this position require incumbent to undergo criminal reference check?	Yes
Does this position require incumbent to demonstrate good driving record or possess a specific licence?	Yes
Specify licence: Class C Drivers Licence	Yes
Will incumbent need to make disclosure of pecuniary interest?	Yes
Could there be a conflict of interest with secondary employment?	Yes