

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described	
<b>POSITION DETAILS:</b>	<b>Position Title:</b>	<b>ASSISTANT FACILITIES MANAGER</b>	
<b>Division:</b>	Professional Services	<b>Department:</b>	Facilities Management
<b>Position reports to: (role)</b>	Manager, Facilities		
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco, Perth Children's Hospital (QEII campus)		
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>			
2018 will see Telethon Kids Institute relocate to the New Perth Children's Hospital (PCH). This role will be as essential part of the Facilities Management team and will work closely with the Manager, Facilities to facilitate operational effectiveness and efficiency by ensuring the safety, security and functionality of the Institute's building/s, plant and assets. This role will be required to work between sites including 100 Roberts Road and the New Children's Hospital.			

**KEY RESPONSIBILITY AREAS** *(Please list in order of importance)*

<p><b>Key Position</b> <b>Accountabilities</b> What are the main areas for which the position is accountable</p>	<p><b>% of Total Role</b></p>	<p><b>Inputs:</b> What are the key activities or tasks to be carried out?</p>	<p><b>Outputs:</b> What are the expected end results?</p>	<p><b>Measures:</b> How it is measured</p>
<p><b>Organisational Services</b></p>	<p>40%</p>	<ul style="list-style-type: none"> <li>• Support the development and communication of Policies and Procedure as relevant to Facilities Management.</li> <li>• Participate in various committee meetings as required.</li> <li>• Provide relevant and compliant advice to facilities stakeholders.</li> <li>• Manage building projects for the current facility and for the Institute new facility at PCH as required.</li> <li>• Support the Manager, Facilities in the operational requirements of the new building move</li> <li>• Obtain quotes and coordinate contractors for numerous sites.</li> <li>• Work closely with Laboratory Managers, Researchers and other staff to support a fully functional facility.</li> <li>• Assist with the coordination of office space for new staff.</li> <li>• Organise and carry out accommodation/equipment changes.</li> </ul>	<ul style="list-style-type: none"> <li>• Work effectively in a team environment</li> <li>• Support a healthy and productive team environment</li> <li>• Contribute to efficient and accountable use of resources</li> <li>• Continually develop the Institute's Facilities policy requirements</li> <li>• Effectively support the Facilities team</li> <li>• Continually improve the effectiveness of the Institute's building/s</li> <li>• Ensure accommodation and office requirements are effectively organised and responsive to needs</li> </ul>	<ul style="list-style-type: none"> <li>• Effective Communication</li> <li>• Implementation of high quality policies</li> <li>• Feedback from relevant stakeholders</li> <li>• Feedback from Manager, Facilities</li> </ul>

<b>Plant &amp; Equipment Maintenance</b>	30%	<ul style="list-style-type: none"> <li>• Ensure the smooth operation of all building functions.</li> <li>• Assist with solving building service related problems</li> <li>• Liaise with maintenance contractors, to maintain all functions of the building including: Gardens, Communications, Hydraulics, Mechanical, Electrical, Fire Protection, Security, Medical gases, Lift, Structural, Waste streams, Cleaning, Equipment, Laboratory, Liquid Nitrogen &amp; Office Equipment.</li> <li>• Assist with the management of facility projects – repairs, maintenance, minor and major works.</li> <li>• Assist with the Institutes Facilities Asset program.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the Institute’s building/s are a safe and effective working environment</li> <li>• Effective communications with stakeholders</li> <li>• Assurance of building and equipment compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from stakeholders including the Manager, Facilities</li> <li>• Tasks communicated and completed in a timely manner</li> <li>• Compliant operations</li> </ul>
<b>Building and Staff Security</b>	30%	<ul style="list-style-type: none"> <li>• Assist in the management of ALL emergency response situations, including the use of Monitor Fire Panel, EWIS (Early warning information system) and other systems.</li> <li>• Co-ordinate all fire protection programs, including drills and debriefs.</li> <li>• Monitor and utilise the Building Security System.</li> <li>• Advise staff on building security and processes.</li> <li>• Monitor and maintain the BMS (Building Monitoring System).</li> <li>• Support the afterhours building emergency response team (BERT).</li> <li>• Assist with the running of the Institute Facilities Help desk.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the safety of the Institute’s building/s</li> <li>• Provide facility users with a safe workplace</li> <li>• ensure timely response to staff queries through the service desk</li> </ul>	<ul style="list-style-type: none"> <li>• Number of reportable security incidents</li> <li>• Feedback from all facility users on non-reportable security issues</li> <li>• Feedback from helpdesk users</li> </ul>
<b>ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:</b>				
<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role		<ul style="list-style-type: none"> <li>• C – class drivers license.</li> </ul>		

<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Knowledge of all building trades and a common sense approach to a range of maintenance issues.</li> <li>• Experience in developing SOPs and policy writing.</li> <li>• Flexibility with their work hours.</li> <li>• Ability to learn and adapt to new complex tasks.</li> <li>• Level of physical fitness and capability which will allow for manual work.</li> <li>• Participate in an on call roster to respond to specialised facilities and unforeseen events</li> <li>• Experience in complex facilities management</li> <li>• Demonstrated knowledge of building and security management computer systems</li> <li>• Demonstrated customer service skills, excellent written and verbal communication skills</li> <li>• Organisational and time management skills in an administrative setting and ability to liaise with different staff across a range of services</li> <li>• Ability to use relevant policy and procedure information to solve problems and provide high quality, timely, evidence-based advice</li> <li>• Proven ability to work as a member of a team as well as independently</li> <li>• Excellent attention to detail and ability to work accurately under time pressure</li> </ul>
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**DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:**

<b>Qualifications:</b> what are the minimum educational, technical or professional qualifications required to competently perform role	<ul style="list-style-type: none"> <li>• Trade qualifications (mechanical/electrical engineer or similar)</li> </ul>
<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Background in or knowledge of mechanical/electrical engineering</li> <li>• Experience with Smart Asset (Facilities Maintenance Management System), TECOM-TITAN security monitoring system, or Schneider building monitoring systems/security systems.</li> <li>• Experience working in a laboratory environment.</li> </ul>

**SCOPE:**

**Financial accountability:** Does this role have accountability for a budget?

- No

**People responsibility:** Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports	0	No. of indirect reports	0
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**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

Chief Operating Officer

Immediate level of supervision

Manager, Facilities

Other roles reporting to immediate supervisor



**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

12 month full time contract with possibility of extension.