

Facilities and Projects Manager

Fixed Term (Full -Time)

JOB SPECIFICATION

1 BROAD PURPOSE OF POSITION

The Facilities and Projects Manager (FPM) role is responsible for developing and driving the delivery of building and infrastructure maintenance programs, facilities contracts, and Capital works programs.

2 OUR VALUES

Adelaide Cemeteries fulfils a special role within our communities. At our heart, we provide essential services and information to help people navigate one of life's most significant and challenging events, death. Our Organisational Values express what Adelaide Cemeteries stands for, the way we present ourselves and our cemeteries, how we work together, make decisions and most importantly, how we treat our customers. It is important that every Adelaide Cemeteries employee "lives and breathes" our Organisational Values.

Our Values are:

- Courageous:** Say what we believe in and be willing to challenge and be challenged.
- Honest:** Be open, transparent and invite constructive feedback.
- Accountable:** Own our actions.
- Respectful:** Feel empathy, be considerate and willing to help.
- Trusting:** Have confidence in the ability of others.

3 KEY OUTCOMES

- 3.1 Successful engagement and collaboration with key stakeholders.
- 3.2 Completed capital works and infrastructure projects aligned to budgets and the strategic plan.
- 3.3 Effective management of facility and property maintenance plans.
- 3.4 Proficient management of all contracts, contractors and related documentation, policy, and procedures.
- 3.5 Timely co-submission of insurance claims.
- 3.6 Ensuring environmental considerations and consultation outcomes are considered for project planning and execution, aligned to ISO 14001.
- 3.7 Compliance with all with relevant legislation and regulations, State Government requirements and Adelaide Cemeteries Policies, Frameworks and Procedures.
- 3.8 Delivery of other projects as delegated by the General Manager, Operations, Chief Financial Officer and/or the Chief Executive Officer.

4 KEY RESPONSIBILITIES AND ASSOCIATED ACTIVITIES

- 4.1 Management and Key Stakeholder Relationships
 - Reports to the General Manager, Operations
 - Chief Executive Officer
 - Chief Financial Officer (also Head of Procurement)
 - General Manager Customer Experience
 - Customer Experience Team
 - Data and Information Team
 - Operations Teams
 - Finance Team
 - Contractors and vendors

- 4.2 Effective facilities and property management of existing and new assets.
- 4.3 Project management and delivery of the capital works program within agreed timeframes.
- 4.4 Development, monitoring and reporting on property and maintenance programs.
- 4.5 Consulting with Memorial Sales Team to ensure product development aligns to customer feedback and market trends.
- 4.6 Maintaining current documentation systems and administration.
- 4.7 Facilitating remediation work and insurance claims.
- 4.8 Contribution to the development of new assets, infrastructure and products aligned to policy and strategic plans.
- 4.9 Contributing to the development of long-term plans for the construction and maintenance of assets across all sites.
- 4.10 Assisting with the development and implementation of structured budgetary and procurement project requirements.
- 4.11 Ensure procurement of goods and services are in line with the procurement policy, framework, and procedures.
- 4.12 Ensuring WHS procedures and systems are developed, implemented, monitored, and evaluated in the workplace to ensure the safety of employees, contractors, and members of the public.
- 4.13 Monitoring performance of works, employees, and contractors to ensure both individual and team goals are achieved.

5 ADDITIONAL ORGANISATIONAL REQUIREMENTS

- 5.1 Commitment to working flexibly with some out of hours work required.
- 5.2 Ability to communicate effectively, interact with co-workers, managers, and public.
- 5.3 Participate in an approved performance management program.
- 5.4 Participate in relevant trainings to satisfy compliance and health and safety requirements.
- 5.5 Will be required to submit police history checks.
- 5.6 Commitment to the principles and practices of ethical conduct, equity, and respectful behaviour within the workplace.
- 5.7 Continuous improvement and quality assurance.

5.8 The ability to work calmly under pressure.

6 WORK HEALTH SAFETY REQUIREMENTS

- 6.1 Take reasonable care of the health and safety of yourself and others. You must cooperate with Adelaide Cemeteries in their efforts to comply with Work Health & Safety requirements.
- 6.2 You should not undertake any task unless you have been adequately trained and are qualified in accordance with Work Cover and other requirements to undertake the task.
- 6.3 Always ensure that you and your fellow employees utilise safe working procedures and personal protective equipment applicable to the task to be undertaken. This obligation applies to each aspect of work to be carried out by all employees and contractors.
- 6.4 Immediately report any condition, which threatens your safety, the safety of a co-worker or member of the public.

Where necessary, take immediate corrective action where something poses a threat to health and safety. Further, report and document any corrective action to the appropriate worker to ensure that the situation does not recur.

7 ENVIRONMENTAL REQUIREMENTS

Contribute to the successful implementation of Adelaide Cemeteries' Environmental Management System by complying with Adelaide Cemeteries' environmental policies and obligations to ISO140001 Environmental Management Systems by taking appropriate action in areas such as:

- 7.1 Supporting Adelaide Cemeteries to fulfil its compliance obligations to protect the environment by preventing or mitigating adverse environmental impacts.
- 7.2 Have an awareness and understanding of the requirements of the Environmental Management System.
- 7.3 Actively participate in environment awareness training.
- 7.4 Make suggestions to the Executive or the EMSC regarding opportunities for continual improvement.
- 7.5 Demonstrate commitment with respect to the Environmental Management System and all activities associated with the reduction of Adelaide Cemeteries' greenhouse gas emissions, including but not limited to:
 - Maximising the diversion of waste from landfill from business operations.
 - Encourage the efficient use of water.
 - Consider the lifecycle perspective of an activity, product, or service.
 - Protection of Adelaide Cemeteries environmental assets.
 - Minimise power requirements whenever possible.

8 PROCUREMENT

Officers such as administrative staff, team leaders, and senior decision makers with a requirement to procure goods and services, manage contracts and budgets on behalf of Adelaide Cemeteries are required to discharge procurement and contract management duties in accordance with Adelaide Cemeteries' Procurement Framework.

PERSON SPECIFICATION

1 QUALIFICATIONS (DESIRABLE)

- Tertiary qualification in Facilities or Project Management, Business Administration, or related discipline.
- Building or civil construction qualifications.

2 KNOWLEDGE, SKILLS, AND EXPERIENCE

- The ability to interpret and apply the requirements of building and safety regulations.
- A high level of analytical, investigative, and logistical skills.
- Demonstrated knowledge in the application of construction, WHS, Environmental and risk management principles.
- Experience working in a statutory or regulatory environment.
- Experience in developing policies and procedures and associated documentation.
- Strong written and verbal communication skills and the ability to effectively communicate with employees across the organisation.
- Experience in preparing project plans and delivering update reports.
- A proactive approach, strong work ethic and ability to meet competing deadlines.
- An affiliate and collaborative style.

Essential

- Ability to communicate effectively with contractors and suppliers.
- Minimum three years' experience in facilities or project management.
- Demonstrated experience in the application of policies, procedures, and legislation.
- Highly effective organisation and administration skills.
- Advanced technical skills in MS Suite, SharePoint, and MSOffice.
- Ability to foster positive working relationships with diverse groups and individuals.
- Highly proficient report and business writing skills.
- Current SA driver licence and provision of satisfactory and ongoing Police Checks.

Desirable

- Knowledge of the Adelaide Cemeteries Authority Act 2001.