

## Position Description – Group Facilities and Asset Manager

### Core Detail

<b>Position Title</b>	Group Facilities and Asset Manager
<b>Short Title</b>	Group Asset Manager
<b>Employment</b>	Permanent, full-time
<b>Reporting to</b>	Head of Performance Management
<b>Staff directly supervised</b>	Maintenance Manager, Maintenance Supervisors (x2), Renovation Supervisor, Assets Contracts Manager, Central Trade Crew (x3)
<b>Staff co-managed</b>	Maintenance operators located at TriCare retirement villages
<b>Expenditure Limit</b>	\$25,000
<b>Location</b>	TriCare Head Office, 250 Newnham Road, Mount Gravatt, Qld.

### Position Summary

The Group Asset Manager has primary responsibility for the management of TriCare’s building and ground maintenance; facilities procurement; and the day-to-day performance of the facilities and asset management team.

### Detailed Description of the Position

<b>Maintenance Services</b>	<ul style="list-style-type: none"> <li>• ensure all buildings meet essential service maintenance requirements for their smooth operation;</li> <li>• develop and implement a maintenance programme including preventative maintenance for all TriCare’s land, buildings and plant;</li> <li>• liaise and communicate capital and maintenance activities with the Board, relevant managers, and other appropriate staff; and</li> <li>• ensure that all works are carried out to the agreed timeframes and budgets, and meet the contracted specifications and standards.</li> </ul>
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<b>Department Management</b>	<ul style="list-style-type: none"> <li>• manage (including organise, direct and monitor) the role and performance of the facilities and asset team based at Head Office;</li> <li>• co-manage (including organise, direct and monitor) the role and performance of the maintenance operators based at TriCare sites, in conjunction with site management;</li> <li>• set out, regularly communicate, benchmark and measure: expected outcomes, KPIs, work schedules of both supervised and co-managed staff;</li> <li>• performance manage staff including holding staff accountable to their responsibilities and results; and</li> <li>• identify opportunities for performance enhancement; and where necessary, apply disciplinary procedures.</li> </ul>
<b>External Parties</b>	<ul style="list-style-type: none"> <li>• oversee the engagement and the contractual arrangements of external parties in accordance with TriCare policies and procedures;</li> <li>• monitor the performance of consultants, contractors, subcontractors and external service providers; and</li> <li>• ensure all maintenance and trade work activities comply with all statutory and regulatory requirements.</li> </ul>
<b>Asset and Risk Audits</b>	<ul style="list-style-type: none"> <li>• before the commencement of every financial year, coordinate a full site audit addressing all capital and maintenance items to be included in forthcoming annual budget;</li> <li>• ensure the completion of a quarterly review of each site's land, building and plant that includes a condition's report and the identification of emerging maintenance issues;</li> <li>• personally inspect sites and buildings to determine appropriate repair and maintenance programmes and methods;</li> <li>• seek specialist advice where appropriate; and</li> <li>• undertake regular and thorough risk audits and implement a risk minimisation programme.</li> </ul>

<b>Health and Safety Compliance</b>	<ul style="list-style-type: none"> <li>• ensure that each TriCare site complies with all Commonwealth, State and local laws, regulations and standards for health and safety;</li> <li>• implement and monitor programmes to ensure all sites and buildings are workplace, health and safety compliant;</li> <li>• interact with regulatory authorities and government bodies for all Health and Safety compliance issues; and</li> <li>• ensure compliance with Queensland Fire and Emergency Services.</li> </ul>
<b>Budget, Programmes and Value</b>	<ul style="list-style-type: none"> <li>• develop and manage the annual capital and maintenance budget;</li> <li>• ensure planned work is suitably completed throughout the financial year;</li> <li>• prepare proposals for submission to the Board for minor works;</li> <li>• comply with TriCare's procurement policies and procedures;</li> <li>• oversee the management of TriCare fleet vehicles; and</li> <li>• ensure capital and maintenance purchases represent value for money.</li> </ul>
<b>Landscaping</b>	<ul style="list-style-type: none"> <li>• ensure the general maintenance and safety of all existing gardens and grassed areas;</li> <li>• ensure that the grounds are kept to a high standard at all times; and</li> <li>• ensure all fencing, external furniture and fixtures are secured and safe.</li> </ul>
<b>Culture</b>	<ul style="list-style-type: none"> <li>• collaborate with relevant managers to promote and achieve organisational goals and cohesion;</li> <li>• drive a culture of continuous improvement;</li> <li>• foster a culture of transparent work performance and accountability; and</li> <li>• maintain a high performing department.</li> </ul>

## Reporting and Internal Requirements

- use and complete work-logs, time tracking or project management systems in the performance of the role;
- provide formal and informal reports by designated timeframes;
- provide advice, regular updates and reports to the Directors and relevant managers;
- adhere to all organisational policies, procedures, standards and practices; and
- recommend and update new policies in connection with asset management and procurement.

**Note:** The above list is not exhaustive, and the Group Asset Manager may be asked to undertake other responsibilities at the request of the Board consistent with the context of this position description.

## Skills, Knowledge and Experience

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- An ability to manage multiple tasks and projects simultaneously.
- Experience in managing employees.
- Awareness and the ability to embed WH&S practices and procedures.
- Strong knowledge of most trades and services (including electrical, plumbing, mechanical, carpentry and fire services).
- Highly developed communication skills, both written and verbal, including an ability to prepare high level reports to the Board, relevant managers and/or external parties.
- Strong critical analysis, problem solving, planning, decision-making.
- Competent computer skills (including Outlook, Excel and Word)
- Current open Australian driver licence.

## Personal/Other Attributes

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- Personal accountability and responsibility.
- To act and behave honestly with integrity and authenticity.
- Results driven and future-oriented.
- Sets and pursues stretch goals.
- Able to meet deadlines and work under pressure.
- Able to prioritise effectively.
- Ability to participate actively and constructively within a team.
- Welcomes and encourages innovation and continuous improvement.

## Key Personnel Requirements

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According to the Aged Care Act 1997 and the Sanctions Principles, TriCare must ensure that you are not a Disqualified Individual. A Disqualified Individual is:-

- 1) a person convicted of an indictable offence;
- 2) an insolvent under administration (an undischarged bankrupt or a person who has entered into an arrangement with creditors); or
- 3) of unsound mind.

For those reasons TriCare must:-

- 1) obtain a Police Certificate;
- 2) conduct a search of bankruptcy records; and
- 3) conduct previous employment and referee checks.

If at any time during the course of your employment, you become a Disqualified Person, you are required to immediately disclose this to TriCare.

## Experience

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Minimum 5 years' experience proactively managing staff, together with a solid and broad understanding of facilities/building maintenance.

## Work Health and Safety

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A core function of the role is the responsibility to comply with and meet all obligations contained in:-

- (a) Work Health and Safety (WHS) legislation;
- (b) Related WHS responsibilities; and
- (c) TriCare's Injury Risk Management (IRM) standards.