FACILITIES COORDINATOR

Full time - ongoing

Band 3

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The Shrine of Remembrance

The Shrine of Remembrance is Victoria's pre-eminent memorial to the service and sacrifice of Australian men and women in times of war and peacekeeping. It is a building with a soul, sharing the stories of extraordinary people whose efforts and experiences shaped our nation.

Located at the southern end of Melbourne’s cultural arts precinct, the Shrine is open 7 days a week. Over one-million people visit and engage in its commemorative and public educational programs each year.

Charter, Vision, Mission and Values

Charter
The objectives of the Shrine of Remembrance are defined in the Shrine of Remembrance Act 1978, as are the duties of Trustees, which are:

1. Responsibility for the care, management, maintenance, preservation of the Shrine of Remembrance;
2. The development, promotion, management and the staging of ceremonial activities and events to commemorate the service and sacrifice of Victorians and Australians in war, conflict, peacekeeping and peace-making, including, but not limited to, wreath laying and other ceremonial or commemorative activities; and
3. The development, promotion, management and implementation of public programs to inform, education and promote understanding among Victorians and visitors about the history, experience, service and sacrifice of Victorians and Australians in war, conflict, peacekeeping, and peace-making, including, but not limited to, exhibitions, lectures, publications, school learning and outreach programs.

Vision
That all Victorians remember, value and commemorate service and sacrifice.

Mission
To engage all Victorians in commemoration through reflection, ceremony, education and learning.

Values
The Shrine will adhere to, and be known for, the values of integrity, loyalty, service, respect and inclusion.

The Challenge and Opportunity

1. In recent years, the Shrine has undergone major development which has further enhanced the commemoration of the service and sacrifice of over 500,000 Victorians who participated in armed conflicts and peace keeping operations over the last 100 years and significantly enhanced its role as a major tourist attraction.

2. The Facilities Coordinator assists the Facilities Manager to ensure the Shrine building (in excess of 3000 square metres), equipment and surrounds (13 hectares) are maintained to the highest standards.
3. The position will assist in the operation of the Shrine Risk Management program as it relates to facilities.

4. The incumbent has the opportunity to review, make recommendations and continuously improve Shrine systems and processes in relation to facilities management.

**KEY RESULT AREAS**

1. Facilities are managed in accordance with regulatory requirements and industry best practice.
2. Contractors are supervised in accordance with the Shrine Contractor Management System
3. Compliance with Shrine OHS and Risk Management systems and processes

**DUTIES SPECIFIC TO THE POSITION**

- Assist with the maintenance, cleaning, repair and reporting of all works relating to the Shrine building (internal & external); the reserve; equipment; facilities.
- Manage small projects.
- Assist with the management of contracts in accordance with the Shrine Contractor Framework.
- Assist with the maintenance, repair and reporting of all works relating to IT/ICT and multimedia.
- Assist with the maintenance & updating of the Building Management System, particularly in relation to ongoing Asset Management.
- Other duties within the scope of the position as required.
- Administrative tasks as related to the position, including assistance with the preparation of quarterly reports, purchase orders and recommendations.
- Assist in the monitoring of statutory compliance relating to the position including OHS, Disability Discrimination and WorkSafe legislation.
- Assist in the maintenance of the Shrine Asbestos Register.
- Assist the Facilities Manager in ensuring all Shrine critical compliance related systems are fully operational and serviced regularly.

**COMMUNICATION**

- This position reports directly to the Facilities Manager.
- This position communicates directly with all Shrine staff and stakeholders including contractors.
- There is a requirement to be a key contact ‘out of standard hours’ in relation to incidents and outages with the ability to attend site as necessary.

**KEY ACCOUNTABILITIES**

- The Facilities Coordinator is required to comply with all OHS policies, procedures and requirements and take reasonable care to protect their own health and safety and the health and safety of others in the workplace. All staff are required to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where and when required.
- Ensuring compliance with the Shrine Disability Action Plan specifically as it relates to facilities management.
- Compliance with the Shrine Contractor Management System.
• Compliance with all other Shrine policies and procedures.

SELECTION CRITERIA

Essential

• Previous experience in the facilities, building or asset management field.
• Post-secondary qualifications appropriate to the position or a trade background and some experience in the facilities management field
• Demonstrated experience in the management of OHS matters relating to facilities management
• A basic knowledge of risk management principles and practices
• Strong IT skills preferably in the use of comprehensive building and asset management systems
• Demonstrated communication and interpersonal skills to effectively manage business relationships with internal and external stakeholders
• Demonstrated ability to meet targets and deliver outcomes despite tight timeframes
• Demonstrated ability to maintain accurate records
• A basic understanding of financial procedures

Desirable

• An understanding of continuous improvement principles and practices
• An awareness of the Building Code of Australia
• Experience in the use of a Building Management System
• Member of the Facility Management Association Australia
• Experience in staff management

CONDITIONS OF EMPLOYMENT

• The general conditions of employment relating to this position are contained within the Shrine of Remembrance Enterprise Agreement and Shrine Staff Induction Manual, as amended from time to time.
• This is a full time ongoing position.
• The incumbent will be required to work 38 hours per week, generally between 8:30am - 5pm Monday to Friday. Work outside these hours may be required from time to time.
• The employer is the Shrine of Remembrance Trustees.
• The position is classified as Band 3 plus employer superannuation and annual leave loading.
• Annual leave is provided at 20 days per annum and personal (sick & carers) leave at 15 days per annum, cumulative (pro-rata for part time).
• The position is dependent on successful police and ‘working with children’ checks.
• External candidates will be required to undergo and pass psychometric testing by the Shrine’s nominated provider.
• Provide proof of post-secondary qualifications.
• Annual performance and development reviews will be undertaken in accordance with the Shrine Performance Development Review Guidelines.
• Accessibility: The Shrine will continue to create and maintain an accessible and inclusive environment for staff. The Shrine will give due consideration to any reasonable specific adjustments necessary to the workplace to accommodate a staff member.