

POSITION DESCRIPTION

Facilities and Asset Manager

 	
Organisation	NSW Health
Local Health District / Agency	Northern Sydney Local Health District
Position Classification	Health Mgr Lvl 3
State Award	Health Managers (State) Award
Category	Facilities / Facilities Management
Vaccination Category	Category B
ANZSCO Code	149913 Facilities Manager
Website	www.nslhd.health.nsw.gov.au/

PRIMARY PURPOSE

The Facility and Asset Manager leads a complex planned and reactive maintenance service, reporting to the Service Director/Site Manager Macquarie Hospital. The position is responsible for leading all asset and facility management functions to ensure the delivery and maintenance of essential services and overseeing planning to ensure that the systems failures do not result in disruptions to the delivery of essential services and management of the associated budget. The Facility and Asset Manager is responsible for the management of Maintenance and Fire Services on the campus to ensure a safe working environment for all staff and consumers. The position is a key member of the Internal Response Team which responds to all non-clinical incidents on the campus and will liaise with the Fire Co-Ordinator and Security Manager to ensure all fire safety, training, building and compliance is undertaken. The Facility and Asset Manager will contribute to the implementation of ongoing change and reform programs to improve asset management and provide technical and strategic advice to the Service Director/Site Manager of Macquarie Hospital concerning maintenance and compliance issues. The site consists of approximately 80 buildings with more than thirty tenants whose maintenance requirements must be assessed, managed or referred to external contractors. The position will work closely with the Capital Works Team, Asset and Management Team and the Compliance and Technical Support Manager within the District Corporate Services structure. They will implement, manage, provide technical and site relevant advice during the capital planning phase and project delivery phase for new building works and building upgrades.

ESSENTIAL REQUIREMENTS

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

KEY ACCOUNTABILITIES

- Under the direction of the Service Director/Site Manager direct and enhance a planned preventative, emergency and reactive maintenance portfolio across the campus. & manage staff to achieve allocated accountabilities according to specific time frames, standards, organisational policies and legislative requirements
- Ensure staff are aware of and comply with human resources and other obligations pertaining to their role. Financial management of the Maintenance and Fire cost centres whilst ensuring the scheduling of planned maintenance, subsequent delivery of maintenance programs & reactive maintenance jobs are responded to accordingly based on allocated priority.

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- Ensure a consistent and standardised approach to Maintenance Operations policies, work practices, emergency standby systems and services are established and maintained at a site level are in accordance with all relevant standards and requirements, including the coordination of all related routine testing.
- In collaboration with the Compliance and Technical Support Manager, oversee site based compliance responsibilities relating to Maintenance Management and Fire Management including fire safety, working at heights, working in confined spaces, dangerous goods and hazardous materials management, pressure vessel inspections and certification, contractor induction training, EPA and Safe work compliances.
- Work collaboratively and effectively with the Leading Hands, Fire Co-Ordinator and Security Manager in relation to maintenance and safety while ensuring preparation of reports, risk registers, Work Health and Safety and other documentation is completed in a timely manner. Manage site licensing obligations where relevant. Provide advice and support to capital works planning and projects for new building works and upgrades across the site.
- Ensure all appropriate protection equipment and systems are installed to the minimum standard required by the Building Code of Australia, Safe Work, Australian Standards, Health Facility Guidelines or other appropriate regulators'.
- Participate in business continuity planning and disaster management for the site. Ensure the existence and routine review of emergency evacuation plans and procedures for all buildings on the site under the jurisdiction of the Service Director/Site Manager. Ensure procedures and manuals for engineering, fire safety and emergency situations are in place and regularly reviewed and updated.
- Collect KPIs and monitor performance for Facility & Asset Management and Fire Safety across the site. Assess future operational needs and ensure maintenance services are planned to meet these needs.
- Responsible for developing, implementing and monitoring plant preventative maintenance requirements.
- Participate in energy and water conservation initiatives.
- Manage and oversee planning, procurement procedures and contract documentation for Capital Funded & alternate funded projects from implementation to completion.

KEY CHALLENGES

- Ensure systems failures at a site level do not result in long disruptions to the delivery of essential services & contribute to organisational reform to achieve improved performance and the alignment of Asset and Facility Management services and Fire Safety reporting to organisational priorities.
- Manage a complex service within budget to ensure Macquarie Hospital meets fire and building requirements and that essential services are maintained, within the context of ageing infrastructure and facilities. Provide ongoing support and assistance to the Macquarie Hospital Maintenance Team, Security and Fire Safety staff and ensure supervision of contractors across a large geographical area performing a variety of trades and non-trades works.
- Participate in the implementation of a new building and infrastructure management system according to Ministry of Health time frames & provide a service to internal and external tenants on site and will need to decide on approaches to problems and sensitive issues, identify options and recommend effective solutions without the need for close supervision.

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KEY RELATIONSHIPS

Who	Why
Staff at all levels of the organisation in order to build strong and productive relationships amongst them, and has the ability to lead staff and influence stakeholder groups.	To source data and coordinate information to formulate appropriate responses from staff to the Service Director/Site Manager of Macquarie Hospital, MHDA and the Ministry of Health in a timely manner.
Regularly liaise with the Site Director, Clinical managers of all units across the Campus, Tenants and Mental Health Drug & Alcohol Managers.	To be able to provide required and critical information across all departments and effective and informative problem solving solutions.
External Contractors and Service Contractors	To provide required information on campus concerns and details of minimum site requirements for policies, procedures and safe work practices.
Emergency Services, Safe Work and Utility Suppliers	A close relationship is key with all external parties to be able to liaise information in emergency situations and in normal daily activities.

SELECTION CRITERIA

1. Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.
2. A relevant Engineering, Trade or Fire Safety Manager qualifications and/or extensive experience in a Managerial/Supervisory capacity in health maintenance operations.
3. Excellent communication skills, ability to work under pressure and to meet deadlines.
4. High level knowledge of the National Construction Code of Australia, Ordinance 70, Australian Standards, Health Facility Guidelines & Building and maintenance planning in a health care environment.
5. Demonstrate capacity to manage a comprehensive preventative and reactive maintenance service to achieve performance resource targets with respect to both service levels and time frames.
6. Excellent leadership and interpersonal skills including the capacity to implement change and manage/resolve human resources and industrial issues. Sound problem solving ability with demonstrated experience in financial management.
7. Effective computer skills, particularly in using Microsoft Office Suite, Asset and Facilities Management (AFM) Online, StaffLink, HealthRoster and E-Tendering.
8. Hold a current NSW Drivers Licence.

