

<b>Position Title</b> Manager, Facilities	<b>Business Area</b> Exhibitions & Operations
<b>Position Description Id.</b>	<b>Functional Unit</b> Facilities

<b>Reporting relationships</b>	
Reports to:	<b>General Manager, Exhibitions &amp; Operations</b>
Direct reports:	<b>Electrician and Facility Support</b>

<b>Context</b>
<p><b>Our Purpose</b> Scitech's purpose is to inspire engagement by all Western Australians in science, technology, engineering and mathematics.</p> <p><b>Our Values</b>  <b>Passion</b> - We are passionate about Scitech and our purpose. This passion is the energy that inspires our excellence.  <b>Respect</b> - We are honest, respectful and look out for each other's well-being. We foster a supportive community by being open-minded and welcoming of people of all ages, genders, abilities, and cultural backgrounds.  <b>Innovation</b> - We encourage innovation and creativity. We learn and grow by working together.  <b>Fun</b> - We share the fun we have at work by including each other and the community, engaging our own curiosity and encouraging it in others.  <b>Sustainability</b> - We minimise our environmental footprint, responsibly using our responsibility using our resources and energy.</p> <p><b>Our context</b> As a not-for-profit organisation, we're reliant on the generosity of our government, education, corporate and community partners. Because of their long-term investment and support, we're able to do more, reach further, engage minds, inspire imaginations and enable STEM long into the future.</p>

<b>Primary purpose of the role</b>
<p>The Exhibitions &amp; Operations portfolio is responsible for delivery of Scitech's products and services in physical and digital environments, providing operational management and oversight to Science Centre, Statewide and TREC channels.</p> <p>The Manager, Facilities is responsible for managing the provision of Facility maintenance services, ensuring implementation of strategies and plans consistent with industry best practice and relevant legislative requirements. This role will assume responsibility for the operation and presentation of Scitech's facilities including the Discovery Centre, warehouse and workplaces, sustaining a productive, safe and welcoming environment whilst containing expenditure within budget.</p>

<b>Summary of key accountabilities, challenges and relationships</b>
<p><b>Key accountabilities</b></p> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>▪ Manage and oversee the work executed by reporting staff.</li> <li>▪ Identify and monitor training and professional development requirements for staff under direct management control and organise necessary training within budget</li> <li>▪ Prepare and manage budgets, as appropriate</li> <li>▪ Produce reports as required.</li> <li>▪ Undertake other duties as directed from time to time.</li> </ul> <p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>▪ Ensure preventative maintenance programs are developed, implemented, and monitored.</li> <li>▪ Ensure regular inspections of the buildings are conducted so they are maintained in good repair and that the appearance of the Discovery Centre and associated buildings are acceptable and meets relevant safety standards.</li> <li>▪ Manage the external contractor process to service and maintain facilities, plant and equipment.</li> <li>▪ Management of tenant and contractor relationships through regular formal and informal meetings and other forms of communication</li> <li>▪ Management and maintenance of relevant property inspection audits, reports, and subsequent registers</li> <li>▪ Develop and maintain procedures for storage of digital and hardcopy records of facilities including drawings, specifications, maintenance schedules and work programs.</li> <li>▪ Identify and manage improvements through appropriate compliance assessments.</li> <li>▪ Collaborate and work with internal and external stakeholders on facility upgrades required to meet the needs of the organisation.</li> <li>▪ Manage the process for external engagement of service providers on projects, including but not limited to; Creating a scope of works; meeting and communicating with service providers; collaboration with stakeholders; manage the quoting process start to end; recommend preferred supplier; and engagement of supplier to complete the work.</li> <li>▪ Maintain an asset register, identify and plan for end-of-life asset replacement.</li> <li>▪ Raise purchase orders for facility related costs.</li> <li>▪ Provide advice to the General Manager, Exhibitions and Operations on all matters pertaining to the maintenance of Scitech's buildings.</li> </ul> <p><b>Key challenges</b></p>

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- Delivery of responsive service in a timely manner within a complex operational environment including across remote and regional WA where Scitech operates.
- Raise the standard of building presentation through repairs, maintenance and upgrades to meet the needs of the organisation and expectations of visitors.

**Key relationships**

- Internal managers, Leadership Team and staff
- External training providers
- External contractors and service providers
- Building tenancy managers



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<b>Capabilities and behavioural indicators</b>	<b>Essential or Desirable</b>
<i>The following selection criteria are to be read in the context of the key accountabilities, challenges and relationships of this position.</i>	
<b>Role specific</b> <i>and undertakes other duties as directed</i> Minimum 5 years' experience in a similar role. Proven knowledge of OH&S, building compliance and best practices Proven experience in contractor management and maintaining effective relationships Experience in managing budgets and the appropriate skills and competencies You will be confident managing requests promptly and will be able to problem solve issues	E E E E E
<b>Personal attributes</b> Continuously displays dedication to personal integrity, accountability, flexibility and collaboration, in line with Scitech's values	E
<b>Team and self</b> Demonstrated capability to use initiative and organisational skills, work independently, proactively and constructively participate in a team environment and prioritise information and tasks to manage time effectively and meet deadlines.	E
<b>Communication</b> Highly developed written and verbal communication skills as well as excellent interpersonal skills including the ability to build positive working relationships with customers and staff at all levels on a range of topics in a consultative role.	E
<b>Technology</b> Experience with MS Office Suite (Word, Excel and PowerPoint, Teams) and SharePoint.	E
<b>Qualifications and licences</b> Qualification in Facilities Management or similar Working with Children Check <i>or ability to obtain one</i> National Police Clearance <i>or ability to obtain one</i>	E E E

<b>Signatures</b>		
<b>Employee</b>		
Name	Signature	Date
<b>Line Manager</b>		
Name	Signature	Date