

POSITION DESCRIPTION

Position Title	Facilities and Procurement Manager	Position Number	NEW
Service Area	Tenancy and Property Services		
Remuneration	Negotiated	Position FTE	1.00
Reporting to	Chief Financial Officer		
Supervision of	Maintenance Officer; TAPS Administration Officer and Groundsman		
			Updated May 2023

Our Vision, Mission and Values

Our Vision

A community where everyone has a safe and secure place to call home.

Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

Our Values

St Bart's aims to foster a culture that embraces our values and which reflects what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when carrying out the duties of this position.

Empowerment

We create a community where everyone believes they have the ability to make a difference.

Innovation

We foster an environment where creativity thrives.

Commitment

We have the courage and determination to make it happen.

Collaboration

We work together to achieve shared goals.

Social Justice

We believe everyone has a right to equitable treatment, dignity and compassion.

Position Overview

The Facilities and Procurement Manager is responsible for facilities services at all St Bart's staffed properties and ensuring an effective and efficient procurement and contract management function. In addition, the role is responsible for the outsourced ICT function.

**We're by
your side.**

A decorative graphic in the bottom right corner consisting of thick, overlapping blue and dark blue lines that form a stylized, abstract shape resembling a knot or a ribbon.

St Bart's

Key Responsibilities

- Oversee and maintain assets, facilities, fleet, properties, and equipment including retaining an accurate asset register.
- Manage preventative and corrective maintenance works to meet business requirements and compliance with Australian Standards, legislation and building codes.
- Lead development, management and review of contracts, tenders, and supplier agreements to meet business requirements, standards, and industry benchmarks.
- Work collaboratively with stakeholders to develop, coordinate, and deliver high quality facilities services, maintenance programs and capital works projects within budget.
- Provide reporting and timely advice to stakeholders regarding issues and assessment of facilities, plant and equipment requirements to support capital planning and investment.

Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Work Health and Safety requirements and as directed by St Barts.
- Participate in the St Barts Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Barts.
- Understand, comply with, and adhere to the St Barts Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault requirements within set timeframes.
- Participate in, and contribute to, all St Barts Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes.
- Participate in and provide support in all accreditation, compliance and national standards activities as required.
- Participate in essential and/or mandatory training annually as required and directed.
- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

Selection Criteria

Education

Tertiary qualifications (minimum Certificate IV) in Engineering, Property Management, Project Management, or other related field and/or equivalent experience in a similar industry.

Essential

Experience

St Bart's

Previous experience managing and maintaining facilities, properties, capital works projects, contracts, and tenders.	Essential
Proven capability to develop and direct contract and tendering processes, budgets, and reporting.	Essential
Knowledge, Skills and Abilities	
Strong knowledge of essential services and facilities legislation, building codes and WHS requirements.	Essential
Ability to build relationships and consult with stakeholders to identify, plan, and prioritise to meet strategic plans, service requirements and deliverables.	Essential
The ability to lead, motivate, train and manage a team, including the development of performance plans.	Essential
Experience and understanding of Community Services, Mental Health, Social Welfare, Housing, Healthcare or Government sectors.	Desirable
Other	
A current satisfactory National Police Clearance obtained within the last three months	Essential
Current First Aid Certificate	Essential
A current WA "C" Class Drivers Licence	Essential

Declaration

I accept the responsibilities as outlined in this position description, and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart's values and commit to the Code of Conduct while undertaking my duties.

Employee

Name

Signature

Date
