JOB DESCRIPTION

JOB TITLE: Facilities Manager
DEPARTMENT: Corporate & Finance
RESPONSIBLE TO: GM Corporate & Finance
STAFF REPORTING: Space & Timetable Manager
administration & Customer Services Manager
Operations Manager/Petone Site Manager
Church Street Site Manager

PURPOSE OF POSITION

The Facilities Management Team is primarily responsible for three key areas:

- The efficient and cost effective management of all WelTec spaces and facilities;
- The management of an effective and responsive Service Centre that embraces a “one-stop-shop” concept that ensures all customer requests are actioned to a high level of service;
- Designing, planning, managing and maintaining all areas of WelTec campuses to an agreed standard that is conducive to excellence in learning and teaching.

The Facilities Manager will provide effective leadership to the Facilities Team by taking responsibility for strategy, staff management, key stakeholder and business relationships, financial and project management.

KEY TASKS

Staff Management

- Responsibility for the management of direct reports including coaching and mentoring of staff so they continually improve performance and achieve their potential;
- Ensure that all members of the facilities team have up to date job descriptions and that effective use is made of the performance management system including setting of goals and objectives and carrying out regular performance reviews;
- Ensure that all health and safety obligations are complied with by facilities staff and independent contractors.
Financial Management

- Responsibility for financial management of the facilities annual operating budget including compliance with financial delegations;
- Manage major and minor building projects including management of budgets so that projects are delivered within budget and provide management with early warning of any potential budget overruns so that risk can be managed and mitigated.

Management of all Campus Facilities

- Responsibility for the management, implementation and updating of the WelTec Asset Management Plan;
- Providing the strategic direction for WelTec’s Campus Development Plans so that they are refreshed and updated on an annual basis;
- Management of major projects that give effect to the Campus Development Plan;
- Ensuring that the Campus Development Plans achieve ongoing improvement to occupancy rates and achieve consolidations of Petone teaching activities on the Buick Street campus;
- Management of facilities minor R & M and refurbishment projects;
- Ensure all building compliance requirements are met and are up to date;
- Management of access to all WelTec facilities;
- Management of security at all Weltec facilities;
- Responsibility for grounds maintenance;
- Responsibility for letting and managing cleaning contracts for all WelTec sites.

Timetabling & Space Management

- Overall responsibility for the centralised timetabling of all WelTec teaching activities so that efficiency targets as measured by room & workshop utilisation rates are met;
- Overall responsibility for allocations of classrooms, workshops and other teaching spaces, and meeting rooms so that efficiency targets as measured by room & workshop utilisation rates are met;

Other Responsibilities

- Management of the WelTec vehicle fleet;
- Maintain and keep furniture and fittings up to date and replaced as appropriate;
- Management of all staff moves and relocations;
- Responsibility for classroom setups including audio visual equipment as required;
- Issuing of staff and student ID cards;
- Management of the WelTec gymnasium facility;
- Receipting of inwards goods, minor stores management, management of the transport, mail, courier and stationery ordering functions;
- Provision and management of student accommodation;
- Management of the student & staff cafeterias at Petone and Church Street campuses including the re-letting of tenders as appropriate;
- Business Recovery and Continuity for all WelTec physical facilities.
PERFORMANCE INDICATORS

- Agreed target levels of satisfaction are recorded by annual staff and student surveys relating to facilities and the services provided by facilities staff members;
- Operating and Capital expenditure is managed professionally within budget and delegation limits;
- Major and minor projects are delivered on time to acceptable quality standards with minimal disruption to teaching activities and staff;
- Occupancy rates for classrooms, workshops and other teaching facilities achieved meet the agreed target levels;
- All staff performance management documentation is up to date;
- No major injury incidents attributable to facilities occur;
- WelTec does not suffer any significant losses resulting from a breakdown in security procedures.
- No breaches of building compliance regulations occur;
- No disruption to teaching activity occurs resulting from inadequate facilities and/or room set up.

PERSON SPECIFICATION

Qualifications: A tertiary qualification in engineering or building related field, and preferably a member of a relevant professional institute. A driver's licence is essential.

Experience: Recent proven experience in managing a facilities team preferably in a large service organisation. Knowledge in managing building contracts from the preparation of specifications to the completion of the work.

The applicant will also possess the following competencies:

Customer Service: An unwavering commitment to superior customer service.

Relationship Building: The ability to develop and maintain excellent relationships with staff at all levels of the organisation, students and other stakeholders including members of the Buildings Committee.

Management of Self and Others: The ability to utilise personal skills to achieve goals and a high standard of performance. Positively leading, motivating and effectively working with colleagues, staff and customers in a collegial and team environment.

Management of Financial Resources: The ability to contribute to the long-term financial planning and results, including controlling costs and managing budgets for own cost centres.

Utilisation of Technology: The ability to use the technology required in day-to-day work including experience in the use of word processing, spreadsheet and database software such as Microsoft Word and Excel.

Valuing and Nurturing Diversity: The ability to proactively recognise and respond to the differing needs of other individuals and groups.

Innovation: The ability to suggest and contribute new ideas and initiatives.

Commitment to Te Tiriti O Waitangi: The ability to recognise and support Maori needs in a culturally appropriate manner.