

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: TEAM MANAGER - FLEET AND FACILITIES

<b>Name:</b>		PO Box 1121 Bendigo Central Victoria 3552
<b>Position number:</b>	3201	
<b>Award/Agreement:</b>	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011 - 2015	<b>Central Site:</b> Ph: (03) 5448 1600 Fax: (03) 5441 4200
<b>Classification:</b>	Administrative Officer Grade 4 (HS4)	<b>Eaglehawk Site:</b> Ph: (03) 5434 4300 Fax: (03) 5434 4355
<b>Site:</b>	Eaglehawk however the position may work from any Bendigo based BCHS site as negotiated	<b>Kangaroo Flat:</b> Ph: (03) 5430 0500 Fax: (03) 5430 0544
<b>Hours per fortnight:</b>	76.0 hours per fortnight	<b>Elmore Primary Health:</b> Ph: (03) 5432 6001 Fax: (03) 5432 6101
<b>Tenure:</b>	Ongoing	
<b>Position description developed:</b>	May 2018	
<b>Responsible to:</b>	Executive Director	

#### 1. Position Role

The role of the position is:

1. Manage the operations of the BCHS vehicle fleet and facilities in line with corporate strategies and organisational needs.
2. Implement system improvements within fleet and facilities that support BCHS service delivery efficiency and effectiveness.
3. Support the BCHS sustainability measures to develop and implement strategies/objectives.
4. Provide specialist advice to the Executive and the Management Group.
5. Initiate, support and manage projects, management systems and practices and activities across BCHS congruent with a position that achieves efficient and effective asset maintenance that seeks to preserve and protect the personal safety of anyone engaged in an official capacity as an employee, colleague, visitor or consumer.

#### 2. Position Responsibilities

The responsibilities of the position are:

1. Lead and manage the Fleet and Facilities team.
2. Review, develop and implement Fleet and Facilities Operational Responsibilities.
3. Responsibility for legislative compliance, risk management and incident reporting and resolution as it relates to the Fleet and Facilities team.

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4. Review ongoing fleet and facilities systems across BCHS and implement improvements that support BCHS service delivery.
5. Management of Fleet and Facilities budget including budget preparation and reporting.
6. Provide leadership and administrative support to BCHS sustainability objectives in supporting its annual and long-term sustainability plans.
7. Where required initiate, lead, support and/or manage relevant BCHS projects improving organisational fleet and facilities by providing expertise, support and advice.
8. Manage service tender processes, contracts, leases, sub-leases and agreements as they relate to the Fleet and Facilities team.
9. Implement contractor and external BCHS tenant contracts/agreements/leases to ensure sound operational practices.
10. Develop implement and manage a facility management system namely comprehensive capital and maintenance register inclusive of preventative maintenance and life-cycle requirements.
11. Undertake routine contract and purchasing reviews as required.
12. Operate in accordance with and assist in the review and development of BCHS Policies and Procedures.
13. Other duties as directed.

### 3. The Role of the Team

The Fleet and Facilities team provides a high-quality fleet and facilities support service to BCHS managers and staff, and external customers and suppliers with an emphasis on ongoing improvements to efficiency and effectiveness.

## 4. Key Selection Criteria

### 4.1 Essential

1. Demonstrated relevant experience in a fleet and facilities role or equivalent project management skills or significant management experience in a similar role.
2. A qualification in business, management, administration, project management or significant experience in a similar role.
3. Proven people management and relationship development skills.
4. A proven ability to lead or provide support to a high-level project groups.
5. Work productively with team and project members towards common objectives.
6. High level written and verbal communications skills.
7. Budget and financial management skills.
8. Ability to contribute to and support the implementation of an operational Strategic Facilities Management framework with primary responsibility for Facilities Management and Capital Development Plans.
9. A current driver's licence.
10. A current Working with Children Check.

### 4.2 Desirable

1. Demonstrated experience in managing staff.
2. Skills and experience with Microsoft and/or other relevant software.
3. Experience in a community based organisation or not for profit agency.
4. Ability to display initiative and work with a minimum of supervision.

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### **5. Probationary Period**

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your Manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

### **6. Staff Review and Development (SRD)**

*Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.*

#### **6.1 Self-Management:**

*Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth*

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

#### **6.2 Communication and Team Work:**

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients*

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

#### **6.3 Administration and Documentation:**

*Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard and is produced to an appropriate professional standard.

#### **6.4 Learning:**

*Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

#### **6.5 Position Performance:**

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Improvements in facilities maintenance and/or management systems.

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- Improvements in fleet system.
- Timely contribution to the implementation of the BCHS Strategic Facilities Management Planning Framework
- Achievements of BCHS' sustainability strategies/objectives.

### 6.6 Diversity and Culture:

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities and provides a supportive work environment.

### 6.7 Child Safety

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

## 7. Other Essential Requirements

### Staff will:

- Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration (if required).
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

### BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

## 8. Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Callum Wright  
Executive Director

Date: ...../...../.....

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Agreed: Team Manager - Fleet and Facilities

Date: ...../...../.....