



POSITION DESCRIPTION

Position: Facilities Officer - Part Time

Position Number: TBC

Reports to: Human Resources Manager

Location: 55 Welsford St, Shepparton

Duration: Up to June 2013

Salary: Grade: 3.1

Organisational Context

The Victorian Government has invested \$1 billion in Stage 1 of the Northern Victoria Irrigation Renewal Project to secure an estimated water savings of 225 GL annually by 2012. This will include new Victorian Government funding of \$600 million as well as contributions from Melbourne Water (\$300M) and Goulburn Murray Water (\$100m). Stage 1 is for five years. The saved 225 GL will be distributed to irrigators, the environment and Melbourne Water.

The Northern Victoria Irrigation Renewal Project encompasses the reconfiguration rationalisation and modernisation (channel automation, piping, channel lining and metering) of the Goulburn Murray Irrigation District (GMID).

The GMID is Australia’s most extensive irrigation network and the program is expected to generate substantial economic growth from the Goulburn Murray region.

The cost to modernise the irrigation system on the delivery side has been estimated to cost \$2.2 billion. The Commonwealth Government has promised a further \$1 billion to the project.

The State Owned Enterprise for Northern Victoria Irrigation Modernisation in Northern Victoria (trading as NVIRP) is a state owned entity established specifically to plan, design and deliver on the modernisation program in collaboration with Goulburn-Murray Water.

The entity has an independent government appointed seven-member board.

Key Stakeholders

Internal Relationships

Chief Executive Officer and Executive Management team
All other NVIRP staff
Transfield Services Australia (Managing Contractor)

External Relationships

Contractors
Suppliers of goods and services

The Facilities Officer is part of the HR team and reports to the HR manager. The primary role of the position is to ensure that NVIRP's office premises and other facilities are maintained in a safe, clean and attractive manner.

SUMMARY OF MAJOR RESPONSIBILITIES

The major responsibilities of the Facilities Officer are to:

1. **Coordinate office facilities, including the provision of office security, equipment and office furniture.**
2. **Liaise with a range of suppliers, contractors and staff in relation to facilities management across various NVIRP sites.**
3. **Facilitate compliance with the NVIRP OH&S requirements to ensure that building facilities meet OH&S requirements.**

SPECIFIC DUTIES

Responsibility 1

Coordinate office facilities, including the provision of office security, equipment and office furniture:

- A. ; Ensure that NVIRP's facilities management complies with the organisation's procurement procedures
- B. Procure office equipment and furniture as requested;
Ensure that reported facilities issues are addressed in a timely manner and communicate to persons raising the issue regarding its status
- C. Develop appropriate building security systems and processes in compliance with best practice Environmental and Occupational Health & Safety Principles.
- D. Develop and maintain a professional working relationship with the building landlords on a range of facilities matters; and
- E. Develop professional working relationships with staff, suppliers and contractors to liaise on a range of requirements.

Responsibility 2

Liaise with a range of suppliers, contractors and staff in relation to facilities management across various NVIRP sites:

- A. Develop professional working relationships with relevant suppliers and service providers with respect to a range of maintenance requirements.
- B. Develop, implement and maintain appropriate maintenance programmes to ensure office equipment is kept in safe operating condition in compliance with best practice Environmental and Occupational Health and Safety Principles.
- C. Develop, implement and maintain systems and processes to action maintenance requests as appropriate.

Responsibility 3

Facilitate compliance with NVIRP OH&S systems and processes to ensure that building facilities meet best practice Environmental and OH&S requirements:

- A. Assist the NVIRP OHS Committee to conduct regular workplace inspections/audits to identify and address hazards;
- B. Develop Emergency Response Systems for each of the NVIRP sites;
- C. Participate as Chief Emergency Warden at 461 Wyndham Street;

Selection Criteria

Formal Qualifications

Certificate 3 in Business Administration or relevant experience

Specialist Skills and Knowledge

- Superior organisational, time management and office management skills and the ability to perform at your best in a high-pressure environment.
- Ability to work to objectives, maintain a number of projects simultaneously and prioritise competing work demands.
- Demonstrated ability to develop, implement and maintain systems and processes;
- Excellent interpersonal, verbal and written communication skills, including a demonstrated ability to prepare a range of written correspondence and documentation.
- Demonstrated capacity to organise your own work program and work both independently and as a member of a team.
- Demonstrated ability to supervise staff including the ability to coordinate, train and develop staff
- Proven ability to negotiate and execute contractual arrangements.

Attributes, Knowledge and Skills

See Examples below:

Managing Relationships:

- Building and maintaining mutually beneficial working relationships;

Communication:

- Effectively influence others to adopt recommendations;
- Clearly, confidently and consistently convey information to engage individuals or groups.

Analytical Problem Solving:

- Identifying, analysing and understanding issues and problems;
- Compare information and make recommendations upon which effective decisions can be based.

Planning and Organising:

- Prioritising tasks;
- Developing work plans, including contingencies to achieve positive outcomes within allocated timeframes.

Teamwork:

- Actively participating as a team member to achieve common goals;
- Respecting the contributions of other individuals, accepting different views;
- Consulting with others and sharing information to ensure positive outcomes.

Attributes

Flexibility / Adaptability:

- Ability to adapt to a changing environment;
- Ability to adapt interpersonal style to suit different people or situations;
- Willingness to accept new or changing systems and processes.

Drive and Commitment:

- Enjoys working in a dynamic environment with challenging targets;
- Is focused on priority tasks to achieve positive outcomes;
- manages conflicting objectives, invests sufficient time and energy in the role