

POSITION DESCRIPTION

Position Title:	Facilities Compliance and Contracts Coordinator
Position Number/s:	INF-217
Employment Type:	Full Time
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 6
Directorate:	Infrastructure Services

POSITION OBJECTIVE

The Facilities Compliance and Contracts Coordinator is responsible for leading and managing Council's Facilities regulatory compliance and related management agreements and service contracts ensuring compliance with internal and external regulatory, legal, safety and procurement requirements and Council's policies, procedures and local laws.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Council Facilities
Directly supervises:	Nil

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Provide specialist advice, leadership, guidance and support in the Facilities Department.
2. Develop strategic planning and operational programs, procedures and work practices that impact on activities undertaken and outcomes achieved to provide analysis and interpretation of the Facilities compliance and relevant safety operations.
3. Oversee, manage and report on internal and external contract arrangements of various sizes and complexity. This includes any legislative, regulatory, policy etc. reporting requirements.
4. Provide high level safety, compliance, building / facility and financial monitoring oversight to ensure facilities remain safe, fit for purpose and compliant with regulatory and organisational requirements.
5. Provide expert advice, collaborating and assisting employees Council wide, in relation to facility regulatory compliance, safety and contract matters to enable informed decisions, whilst exercising judgement and delegated authority to negotiate outcomes on behalf of the Facilities Department.
6. Provide a high standard of financial management controls over operational and capex budgets including budgetary planning, monitoring, and reporting against forecasts to ensure value for money of management agreements and service contracts.
7. Manage and prepare detailed scopes of work, specifications, tender and contract documents and conduct due process for managing scope of work and financial variations where applicable.
8. Support the development of budget submissions and programs that achieve the Department's and organisations operational requirements.

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9. Develop and implement reporting and monitoring systems, policies, and procedures to assist in the consistent delivery of services and operations relating to Council facilities across the region.
10. Build professional and collaborative partnerships internally and externally to achieve results and to improve compliance with safety, procurement, and legislative requirements.
11. Undertake allocated tasks effectively and efficiently as requested/ directed.
12. Comply with Council's Workplace Health & Safety (WHS) Management System including WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents, and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Supervisors also have obligations to ensure consultation takes place for issues and changes that may impact safety.
13. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated expertise and knowledge of legislation, regulation, safety and compliance requirements relating to building works; building and facility heritage matters; CASA aviation compliance and safety regulations relating to Council managed airstrips and mandatory Airport Reporting; Contract law and contract management
- Experience in a senior officer level including the ability to motivate and drive continuous improvement practices.
- Ability to build strong cohesive teams and communicate compliance, operational and safety related issues to employees, contractors and stakeholders.
- Ability to access, decipher and interpret legislation, abstract laws or ethics and determine how to establish and integrate best regulatory practices.
- High level interpersonal skills including verbal and written communication with stakeholders and contractors at all levels and the ability to work in a collaborative environment to create opportunities and develop solutions.
- Demonstrated ability to identify compliance issues and adhere to written and verbal policies and regulations.
- Proficiency in MS Office, Excel and relevant applications applicable to facilities, building, procurement and contract management.

Desirable:

- Knowledge of or ability to rapidly acquire knowledge of CASA aviation regulations relating to CASA regulated airstrips;
- / Safety / Auditing and reporting experience
- Knowledge of or ability to rapidly acquire knowledge of heritage legislation.

| Education/Qualifications |

Essential:

- Relevant qualification in Compliance, Business Administration, Leadership or Management (or similar) or be able to demonstrate equivalent related experience.
- Possession of a General Safety Induction Certificate (Construction Industry).

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Desirable:

- CASA - DAMP (Drug, alcohol management policy) qualifications / certificate or ability to acquire
- CASA ARO/ WSO qualifications or ability to acquire
- Higher education Certificate, Diploma or Degree level in a relevant discipline would be highly regarded.

| Licences |

Essential:

- Possession and maintenance of a current Queensland 'C' class driver licence.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position is primarily an indoor role and requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer, telephone, and other devices.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting, and carrying.
- This position may require the incumbent to undertake periodic field visits involving frequent short and occasional lengthy trips.
- This position may involve travel to attend meetings and work-related events.
- Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

**Executive
Manager:** _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____