



Position Description

Position Title	Facilities Manager
Division / Team	Corporate Services / Finance and Infrastructure
Reports to	Senior Manager – Finance & Infrastructure
Agreement / Award	Health & Allied Services, Managers and Administrative Officers (Victorian Stand-Along Community Health Services Multiple Employer) Enterprise Agreement 2022-2026]
Classification	Grade 5 (HS5)
EFT / Term	As per employment contract
Work Location	As per employment contract
Date Approved	March 2026

About Ballarat Community Health Ballarat Community Health (BCH) strives for high quality, flexible and responsive service delivery and health promotion with a focus on service monitoring, review and evaluation. BCH provides a broad range of services to the community of Ballarat, with outreach services delivered in the Central Highlands region and beyond. There is a primary emphasis in all service delivery on health promotion and illness prevention. BCH is committed to operating as a values-based organisation and has adopted the below values as key to our work. We seek to demonstrate these values in the way we choose to behave and interact with each other, our clients, partners and the community. Compassion, empathy and empowerment are important behaviours in underpinning these values.

Our Purpose Health and wellbeing for all with a commitment to the most vulnerable.

- Our Leading Principles**
- Address health inequity and inequality
 - Improve the health and wellbeing of the community
 - Have impact and be sustainable

Values	Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
	Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural and linguistic backgrounds and financial status.

Position Summary The Facilities Manager is responsible for the operational delivery of major infrastructure projects while overseeing the day-to-day coordination of maintenance services. This role is designed to deliver continuous improvement of systems and processes supporting capital works, maintenance and related procurement processes to maximise value and compliance.

Principal Areas of Responsibility

Project Management

- Manage all aspects of major capital projects including planning, tracking tasks, timelines, documentation and budget
- Collaborate with relevant Project User Groups to ensure projects are delivered in line with organisational requirements
- Report project progress, risks, budget and other relevant metrics to Project Control Groups
- Ensure all project works comply with relevant Australian Standards, building codes, and BCH'S OH&S requirements
- Manage project consultants including architects, builders, surveyors and any other contractors required to complete major project

Operational Maintenance

- Monitor the central Maintenance Register; triage, prioritise and allocate reactive repairs to internal and external resources to complete
- Manage ongoing preventative maintenance program looking for continuous improvement opportunities
- Provide feedback to staff and contractors on any issue and opportunities related to maintenance requests/requirements

Facilities and Procurement Processes

- Develop and implement systems and process to ensure the compliant and efficient engagement of contractors to complete maintenance and capital works
- Develop and implement contractor induction/management processes and procedures to ensure compliance with relevant OHS and compliance requirements
- Conduct a comprehensive audit of existing preferred suppliers (cleaning, waste etc.) in collaboration with the Senior Manager – Finance and Infrastructure to implement new contract arrangements that provide improved value for money across maintenance programs
- Work with the Senior Manager – Finance and Infrastructure to develop project and maintenance budgets and report against those budgets, continuously seeking opportunities to improve financial and compliance outcomes
- Contribute to the ongoing review and development of BCH facilities (including the bi-annual update of the BCH Facilities Plan)

Team Leadership and Management

- Provide supervision, coaching, and workload oversight for direct reports.
- Conduct annual Performance Development Reviews and ongoing feedback discussions.
- Lead recruitment, workforce planning and team development in partnership with Senior Manager – People and Culture.
- Where necessary, implement disciplinary, grievance or performance management procedures in consultation with the Senior Manager – People and Culture.
- Ensure staff (and where necessary contractors and volunteers) are working in a safe environment that complies with OH&S requirements and respond promptly to any injury, incident or near miss
- Coordinate & authorise team purchases in line with budgets and the Delegations Policy
- Foster a culture that aligns to BCH values
- Chair, participate, prepare reports and present in leadership and governance committees as required.
- Represent the organisation externally, particularly at the relevant Alliance of Regional and Rural Community Health (ARRCH) Community of Practice

Scope

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
 - Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
 - Continuing education to keep abreast of changes
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Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
 - Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
 - Establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values at all times
 - Work within professional boundaries and relevant scope of practise at all times
 - Maintain relevant professional registration
 - Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
 - Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
 - Participate in compulsory BCH training programs
 - Ensure that client and staff confidentiality is respected and upheld at all times
 - Attend and actively participate in meetings as required
 - Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
 - Participate in performance development plans and supervision
 - Participate in the organisation's continuous quality improvement programs and activities
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Qualification requirements

- Relevant Degree or Trade Qualification
 - Current Driver's License
 - Diploma in Project Management or equivalent (Desirable)
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Key Selection Criteria**1. Experience:**

- 4-6 years managing buildings, and maintenance schedules
- Experience supporting business operations, projects or leadership teams
- Comfortable managing contractors and negotiating with vendors

2. Interpersonal Skills:

- High level relationship, communication and interpersonal skills and the ability to operate in a collaborative manner, including proven active-listening skills, and well-developed written and verbal communication skills
- Strong analytical skills and ability to investigate, compare a range of possibilities and options, and advise an appropriate course of action

3. Written Communication:

- Strong written communication and report writing skills

4. Computer Skills:

- Knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems

5. Organisational Skills:

- Ability to prioritise workloads and conflicting tasks and manage deadlines
- Proven ability to use initiative to solve problems
- High attention to detail

6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work
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**Conditions of
Employment and
other relevant
information**

- The successful applicant will be required to maintain a current driver's licence.
 - BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation
 - The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
 - The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
 - Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
 - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
 - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
 - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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