



Mallee Sexual Assault Unit – Mallee Domestic Violence Services

POSITION DESCRIPTION: Facilities and Asset Manager

Our Values:	Our values reflect the way we interact, connect and work with clients, partner agencies and with one another. • We put your safety and wellbeing at the centre of everything we do. • We respect the dignity and autonomy of each person. • We are trustworthy, ethical and transparent. • We advocate and act with courage to address inequity and shape a better future. • We communicate and collaborate to achieve shared goals. • We learn, innovate and embrace change to achieve outcomes that matter.
Our vision:	Futures free from sexual and family violence.
About us:	Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Service (MDVS) is a not-for-profit community organisation that provides family, domestic and sexual violence services and advocacy to support everyone in the Mallee region to be safe. Funded primarily by the Victorian Department of Families, Fairness and Housing, we deliver a range of programs focused on prevention, safety, connection and healing. Our programs span from crisis care to therapeutic services providing specialist support for victim survivors of sexual or family violence from first contact through to recovery. We are committed to: • Ensuring victim survivors of family violence are safe and those who use violence are held accountable. • Welcoming and supporting people of all backgrounds, ethnicities, cultures, ages, gender identities, sexual orientations, and abilities. • Recognising children as victim survivors of family violence in their own right, and being a child safe organisation • Providing seamless integration of care between providers to ensure best possible outcomes and experience for clients • Providing specialist care that is trauma informed, strengths based, and evidence informed The Mallee Sexual Assault Unit - Mallee Domestic Violence Services provides services to victim survivors of sexual assault and domestic and or family violence. The components of the service consist of crisis care, counselling services, advocacy, community education, outreach support, information, and referral services. The service is non-discriminatory, providing equity of access to all victim survivors and significant others of sexual assault and domestic and or family violence. In the Northern Mallee region, centre-based sexual assault and family violence services are provided in Mildura (24-hour response). Services are also provided flexibly and on-demand in Robinvale, Ouyen, Mallee Track, Dareton, and Wentworth. In the Southern Mallee, centre-based sexual assault and family violence services are provided in Swan Hill (24-hour response). Services are also provided flexibly and on-demand in Kerang, Cohuna, Sea Lake, Wycheproof, Balranald, and other towns throughout the Buloke and Gannawarra Shire.



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Position Title	Facilities and Asset Manager
Position number	
Program	Business Services
Classification and Award	Social, Community, Home Care and Disability Services Award 2010 – Level 7
Salary range	\$124,744.88 - \$129,961.52 per annum
Location	Mildura
Employment status	Full time - Ongoing
Hours per week	38 hrs per week <i>with an option to work</i> 40 hrs per week with an RDO once every 4 weeks
Reporting Manager	Executive Manager – Business Services
Direct Reports	Facilities Support Officer, Asset Management Project Coordinator
Other Key Relationships	CEO, Executive Management Team, Program Managers, Management Accountant, Public Relations & Communications Coordinator, Contractors and Suppliers
Position Objectives	The position will manage and administer systems and process for planning, purchasing, operation and maintenance of the organisations facilities, utilities building assets, fleet, ICT infrastructure, procurement processes, contracts register and contract management. Your contributions will ensure smooth, efficient and effective support for the organisation and its staff.
Key responsibilities	Special Projects MSAU Ltd has recently purchased vacant land as a site for future development of new Mildura based facilities. Until a Project Manager is appointed to oversee planning and development of the site, the Facilities and Asset Manager will have a key role in: • Ensuring the site is secure, clean and free from contamination • Monitoring and managing access to the site for any pre-construction assessments or preliminary works. General Facilities, Maintenance & Improvement • Manage and monitor supplier contracts for provision of cleaning and grounds maintenance services at all MSAU Ltd service sites and offices. • Undertake fabric surveys at sites owned by MSAU Ltd to identify priorities for repair and cyclic maintenance.



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	• Develop and maintain a 3-year preventative cyclical maintenance schedule for all facilities, including cost estimates to inform annual capital and operating budgets. • Manage maintenance and repair activities for facilities within budget constraints, liaising with the occupants and external contractors to minimise disruption to services. • Develop draft plans and costs for proposed building fit outs, alterations and upgrades for consideration by the CEO and Board for budget allocation. • Facilitate the end-to-end management of approved building fit outs, alterations and upgrades, ensuring effective communication and planning to minimise disruption to staff and client service delivery. • Provide detailed project progress reports utilising contemporary project management report processes. • Monitor and maintain facilities site plans including room numbering, room purpose and capacity; and standard furniture and equipment fit out; manage a consistent process for approval of changes to room use or occupancy. Corporate Design Guidelines Liaise with the Public Relations and Communications Coordinator to: • Implement a design and product catalogue that ensures product selection for finishes and fit out at all sites is in keeping with MSAU Ltd corporate design guidelines. • Establish a standard suite of products and suppliers for fit out of workstations, offices, counselling and meeting rooms that: - ○ complies with O.H & S standards and ergonomic design principles ○ provides a consistent, pleasing and professional environment in keeping with MSAU corporate design guidelines. • Develop, maintain and monitor a signage master plan for all sites that complies with signage standards and is consistent with corporate design guidelines. Procurement • Develop and maintain a centralised procurement system and processes for the organisation including: • Identifying preferred suppliers • Establishing and maintaining supplier service level agreements, • Monitor suppliers' compliance requirements • Stock control and distribution • Monitor and regularly review utilities costs and consumption to ensure best value and energy efficiency. • Ensure procurement activities are in accordance with established policies, including instrument of delegation limits, meet business needs and deliver value for money.
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	• Coordinate the organisation, retention, reporting and maintenance of procurement records. • Drive cost control initiatives through effective negotiation and ongoing supplier engagement. • Identify opportunities to improve purchasing processes, achieve cost savings, and minimise oversupply and accumulation of stock. Tenders and Requests for Proposals • Prepare tender and request for proposal specifications and documentation for contracting of goods and services associated with operating and maintaining the facilities. • Participate in tender and request for proposal assessments as required. • Regularly review procurement policies and procedures and supporting documents to ensure they are kept up to date with procurement, conflict of interest and contract management standards. • Within regulated probity requirements manage the issue of tenders, register tender openings, and coordinate tender evaluations, ensuring the security of all tender documents and evaluation documents. Fleet • Establish a fleet management strategy that ensures vehicles are fit for purpose, have an identified life cycle and meet capital budget requirements. • Establish and maintain a fleet booking system. • Coordinate and manage fleet vehicle maintenance needs, including servicing, and breakdowns. • Ensure that current registration and insurance is maintained for all fleet vehicles. • Oversee the maintenance of accurate internal fleet records. • Manage and monitor the process involved in the acquisition and disposal of fleet assets and ensure that appropriate audit trails are maintained. • Analyse and report fleet performance metrics such as fuel usage to identify trends and recommend strategies to improve efficiency. Asset Management Liaise with the finance department to: • Develop, maintain and regularly review the organisations Asset Management Plan. • Perform periodic stocktake of assets; record any missing, damaged or relocated assets; identify and manage assets for disposal in keeping with MSAU Ltd Asset Management policy. • In consultation with the organisations ICT Managed Service Provider, manage IT devices and Mobile Phone Registers; implement replacement cycles in keeping with the organisations ICT Strategy and Plan; and
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	ensure new staff are equipped and set up with the ICT devices they require. Contract Management • Establish and administer the Contract Management Database and Register for all contracts. • Establish and monitor a Contract Management policy and process that protects MSAU Ltd interests, establishes controls for contract management risks, and ensures good practice in end-to-end contract management. • Establish and monitor contract delivery to ensure compliance with contract milestones, quality and safety standards, and documentation obligations. • Collate, analyse and regularly report on contract status, performance and risk controls to monitor accountability and inform process improvement. Vendor Relationships • Ensure all contractors and suppliers have current agreements in place including Service Level Agreements (SLAs) and agreed rates. • Ensure all contractors satisfy organisational privacy, compliance and relevant legislative licencing requirements. • Ensure all contractors and their personnel complete the mandatory WHS Induction prior to commencing any work on site. Security Systems • Ensure that appropriate security arrangements are in place to protect staff, clients, information assets and facilities. • Develop, implement and monitor a Security Management Plan for the organisation across all sites. • Engage and manage contracts and agreements with security service providers as required. • Regularly test and review security systems, including duress systems to ensure they are functioning effectively and reliably. • Liaise with the Staff Safety and Wellbeing Coordinator to develop and test security related incident procedures, including • Respond and review security related incidents; facilitate post incident reviews to identify and put in place prevention and risk reduction strategies.
Key Selection Criteria	• Relevant qualifications and /or proven experience at a senior level in Purchasing, Asset Management, Contract Management; Project Management or related fields. • Demonstrated experience in tender preparation and contract management.



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	• Demonstrated project management experience in delivering facilities related projects within approved scope, time and budget utilising contemporary project management reporting processes. • Demonstrated knowledge and experience in contemporary fleet management processes and practice. • Demonstrated knowledge and experience in asset lifecycle planning and management • Demonstrated experience in assessing best value to inform procurement decisions. • Highly developed interpersonal skills with the ability to build strong working relationships with all key stakeholders. • Strong administration, planning and coordination skills with the ability to prioritise and handle a varied workload. • High level of organisational skills and attention to detail. • Proficiency in the Microsoft Office Suite and other relevant software applications and tools. • Flexibility and responsiveness to thrive in a dynamic work environment. • Experience in community, and/or not for profit sector highly regarded.
Specialist expertise/experience	
Pre-employment checks	All appointments require: • Reference checks • National criminal records check (Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search) • Pre-employment misconduct screening • Working with Children Check both for Victoria and New South Wales • Current Driver's Licence • Evidence of the Right to Work in Australia.
Cultural safety in the workplace	MSAU-MDVS recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge, and experience to the workplace. They also contribute important insight into how Mallee Sexual Assault Unit, Mallee Domestic Violence Services can provide for and engage with Indigenous clients and communities more effectively. MSAU-MDVS also recognises and supports the role of all staff in providing a culturally safe work environment and ensuring culturally safe professional practice.
Conditions of Employment	Salary and conditions are in accordance the SCHADS AWARD 2010. Salary Packaging is offered with this position.



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	Monthly RDO accrual for full time employees based on their 40-hour working week. All offers of employment are subject to a satisfactory Criminal History Check, Working with Children's Check NSW & Vic and current Driver's Licence. All offers of employment with Mallee Sexual Assault Unit - Mallee Domestic Violence Services are subject to a six-month probationary period. All staff members will be asked to participate in an Annual Performance Review. Pre-existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.
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Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____