

Position Title:	Facilities Manager
Reports to:	Executive Manager Operations
Direct reports:	Maintenance Officer
Review date:	March 2022

Position objective

The role of the Facilities Manager is to manage and coordinate the Newcastle Airport asset maintenance system and manage minor projects for all Newcastle Airport assets and infrastructure including preventative and corrective repairs, and the development of preventative and reactionary maintenance programs.

The Facilities Manager reports to the Executive Manager Operations, and with the support of contractors and other staff is to maintain an agreed quality standard of the Airport's assets, infrastructure and equipment ensuring the safety of all persons who utilise the airport.

Newcastle Airport's Values

TRUST - always acts with integrity

ENGAGED - passionately exchanges thoughts and ideas to generate an actively creative environment

COMMITTED - doing what you'll say you do

ACCOUNTABLE - having the courage to be held accountable and to hold others accountable

RESULTS DRIVEN - strive to ensure results are achieved

Key accountabilities and responsibilities

- > Day to day facilities management including preventative and reactionary maintenance activities, ensuring facilities are safe and to the appropriate standard required by NAPL.
- > Development and maintenance of an asset management system, designed to strategically manage NAPL's assets.
- > Provision of maintenance reporting statistics to assist NAPL in the management of assets.
- > Assist the EMO with the development of asset rehabilitation planning and the development of the 1, 5 and 20 year CAPEX plans and budgets.
- > Work with the Airport Customer & Operations Advisor to develop, maintain, train and deliver the Evacuation Plan.
- > Oversee precinct contractors and ensure contract deliverables are met.
- > Support the management of maintenance service level agreements with key maintenance suppliers.
- > Management of airport utilities services, usage and billing reconciliation.
- > Maintain best practise in relation to NAPL sustainability strategies for the facility.
- > Development and management of the airport facilities maintenance budget.
- > Contribute to management reports on statistics and relevant information, as required.
- > Reconciliation of invoices for contracted services, authorise for payment (within delegation), provide financial tracking of works, and report on any discrepancies.

Qualifications and experience

Essential

- > Relevant tertiary or trade qualifications;
- > Minimum of three (3) years' experience in facilities maintenance;
- > Demonstrated experience in the delivery and management of an asset management system;
- > Strong practical knowledge of Building Management Systems (BMS) incorporating systems such as, fire, lighting, irrigation and Heating Ventilation and Air Conditioning (HVAC);
- > Strong time management skills;
- > Demonstrated experience in the preparation of maintenance budgets and works programs;
- > Excellent interpersonal and communication skills;
- > Good written and verbal communication skills;
- > Understanding of risk allocation and the management of Work Health Safety Environment (WHSE) in the workplace;
- > Basic understanding of asset management principles;
- > Understanding of utilities services, usage management and billing reconciliation;
- > Understanding of business sustainability strategies and implementation.

Desirable

- > Project management experience;
- > Basic understanding of Building Codes of Australia.

Work Health and Safety

The NAPL Managers have a responsibility to:

- > Remain abreast of changes in environmental and WHS legislation, Codes of Practice and Australian Standards;
- > Ensure and promote conformance with statutory requirements and NAPL WHSMS requirements;
- > Promote and embed a safety culture;
- > Ensure that appropriate investigations are conducted for hazards and incidents, and implement identified corrective actions.

While at work NAPL workers must:

- > Take reasonable care for their own health and safety;
- > Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- > Comply with any reasonable instruction that is given to allow NAPL to comply with the WHS Act;
- > Cooperate with NAPL policies and procedures relating to health or safety.

Value Behaviours

Our culture is underpinned by core values and behaviours, which define how we do business. All employees are expected to demonstrate our values and behaviours at all times, as follows:

Value	Behaviours
Trust Always acts with integrity	✓ Practices open and transparent communication.
	✓ Is a supportive team player.
	✓ Consistently demonstrates honesty and ethical behaviour.
	✓ Demonstrates a healthy respect for others, equality and inclusiveness.
	✓ Applies an open door policy and is willing to offer input and ask for help.
Engaged Passionately exchanges thoughts and ideas to generate an actively creative environment	✓ Supports other staff in need across the business.
	✓ Shares knowledge and collaborates with others.
	✓ Approaches work with a positive attitude.
	✓ Supports progressive and forward thinking.
	✓ Openly engages in healthy conflict by respectfully discussing different ideas and opinions.
Committed Doing what you say you'll do	✓ Helpful and assists other staff / teams in need wherever possible.
	✓ Consistently "walks the talk" by doing what they say they'll do.
	✓ Consistently demonstrates a "can do" attitude.
	✓ Reliable and consistent in their approach to work.
	✓ Open and adaptable to change to meet the growing needs of our business.
Accountable Having the courage to be held accountable and to hold others accountable	✓ Open to giving and receiving constructive feedback as an opportunity to learn.
	✓ Takes responsibility for their actions.
	✓ Proactively seeks advice and input from others to stimulate learning and innovation.
	✓ Is committed to being truthful with each other.
	✓ Applies consistent standards across the organisation.
Results Driven Strive to ensure results are achieved	✓ Adopts a strategic approach to achieve business goals.
	✓ Adopts big picture thinking and commitment to achieving business goals.
	✓ Ensures goals are clearly understood which they are focussed on achieving.
	✓ Employs effective strategies to ensure goals are achievable.
	✓ Prioritises own work effectively and communicates capacity constraints early.

Position description approved

Employee _____ Date _____

Supervisor _____ Date _____