**Facilities and Fleet Manager**

Shared Services, Redfern

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| **Contract type** | Full-time Fixed Term (12-months)  |
| **Salary range** | $90,972 to $110,333 commensurate with experience |
| **Location** | Shared Services, Redfern  |
| **Submit applications to** | Lila D’souza Senior Manager Shared Services**E lila.d’souza@alsnswact.org.au**  **T 02 9213 4100** |
| **Applications close** | Friday, 14 January 2022 |
| **Recruitment notes** | ***Aboriginal and Torres Strait Islander Peoples are encouraged to apply for this role.***The successful applicant will need to have a willingness and ability to travel to regional and metropolitan locations, conferences (local and interstate) and events. This may include overnight stays. The position offered to the Employee is subject to the Employee agreeing to a Police Check and a Working with Children Check.  |
| **Employee benefits** | ***Salary Sacrificing***At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of Salary Sacrificing a portion of an Employee’s salary (Salary Packaging). Salary Packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently $15,900 per FBT year), to be deducted from their before tax salary. Salary Sacrificing is dependant on the Employee’s personal circumstances, the ALS cannot provide financial advice.  |
| **Application sections and checklist** | Before submitting your application please make sure you have completed all the requirements of the application. 1. Completed ALS Application Form
2. Cover Letter
3. Up to date Resume / Curriculum Vitae (CV)
4. A statement detailing how you meet the selection criteria
5. A copy of your current driver’s license
6. A copy of your Working With Children’s Check

Incomplete applications will not be accepted.  |
| **Position Description** | The Position Description can be found at the end of this document.  |

**ALS Employment Application Form**

This form must be completed by all applicants.

By submitting this application, you are acknowledging that the information provided on this form and in the attached documents is true and correct.

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| --- | --- |
| **First name** |  |
| **Last name** |  |
| **Preferred name** |  |
| **Phone number**  |  |
| **Email address**  |  |
| **Residential address** |  |
| **Have you attached a copy of your current drivers’ licence?**  | ***Yes*** ***No*** |
| *Due to the nature of our work many of our positions require Employee’s to obtain and maintain a satisfactory Working with Children Check, National Police Check and a Criminal Police Check.*  |
| **Do you consent to undertaking a Police Check?** *Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.* | ***Yes*** ***No*** |
| **Do you consent to undertaking a Working with Children Check?**  | ***Yes*** ***No*** |
| *All employees must provide details of two (2) Referees who are able to provide feedback on your past employment experience.* *If you do not have an employment references, please provide the details of 2 people who are able to act as a Referee. These people should not be relatives.*  |
| **I give consent to the ALS contacting the Referees listed below in relation to my application** | ***Yes*** ***No*** |
| *If you have answered “No”, please provide a reason* |  |
| **Referee One**  |
| **Name** |  |
| **Phone number**  |  |
| **Email address** |  |
| **Working relationship** |  |
| **Referee Two** |
| **Name** |  |
| **Phone number**  |  |
| **Email address** |  |
| **Working relationship** |  |

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| **How did you hear about this position?** *For example:* *ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc*  |  |

**POSITION DESCRIPTION**

Facilities and Fleet Manager

Shared Services, Redfern

**Full time, Fixed term 12-month contract**

**PRIMARY OBJECTIVE**

The position of Facilities & Fleet Manager ensures that the Aboriginal Legal Service (NSW/ACT) Limited (ALS) has suitable premises throughout NSW and the ACT from where it can deliver its services to its clients. To do so, the job holder will source premises fit-for-purpose, assist in the negotiation of leases, ensure that the buildings are maintained to required standards including compliance with various statutory building and occupancy codes, and the accommodation is comfortable for both ALS employees and volunteers, clients, and visitors. The Facilities & Fleet Manager is also responsible for ensuring the nominated fleet provider(s) are achieving the requisite standards of service and customer care to support the ALS team.

**REPORTING RELATIONSHIPS**

The positionreports directly to the Senior Manager Shared Services.

Duties are performed under the ultimate guidance and direction of the Chief Executive Officer (CEO).

**ORGANISATIONAL ENVIRONMENT**

The ALS aims to provide culturally appropriate information and referral, legal advice and court representation to Aboriginal and Torres Strait Islander men, women and children in NSW and ACT.

The ALS is committed to achieving justice for Aboriginal people and the Aboriginal community. The ALS remains committed to being community focussed; being fearless in our advocacy; accountable and ethical and aiming to make a difference to create better futures; while also acknowledging and respecting Aboriginal traditional values and cultural practices.

The Aboriginal Legal Service NSW/ACT Limited (ALS) is a public company limited by guarantee and a registered charity.

**KEY COMMUNICATIONS**

This is a key position within the ALS and high level plain English written and oral communication skills are essential to meeting the requirements of the role, as well as a hands-on practical and flexible approach to problem solving.

**Interna**l: The position holder will report directly to the Senior Manager Shared Services and work closely with the Office Management and Administration teams throughout the organisation regarding maintenance of the facilities and the provision of leased vehicles. The position holder will work closely with the Executive regarding leases and major lease improvements and with other key management personnel regarding ITC infrastructure, Workplace Health and Safety requirements.

**External**: The position holder will be required to establish and maintain working and meaningful relationships with relevant stakeholders, including building owners and their representatives, architects, and designers, building contractors, cleaners, grounds maintenance, waste disposal, leasing organisations, roadside service providers and other relevant parties.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

**Facilities Management -***The ALS currently manages 22 properties of which 15 are leased and 7 are owned.*

* Manage and coordinate all day-to-day issues associated with ALS facilities, including maintenance to buildings, air conditioning requirements, security card access and parking management
* Maintain strong and current understanding of all premises related building and occupancy codes
* Ensure all properties meet building and occupancy codes and personally carry out routine inspections on Sydney properties, directing the same to be done on all regional properties, reviewing reports on the same. At least annually, the Facilities Manager will attend all regional properties
* Engage and manage all external contractors for cleaning, waste disposal, security, car parking, power supplies etc., and work collaboratively with the IT Manager for the provision of data and communications networks
* Assist the Executive to source new leasehold properties according to needs.  Identify potential properties, arrange inspections, discuss lease terms, and present shortlists for final decision making
* Recommend architects and principal contractors for the fit out of all new leasehold properties acquired, or major refits of existing leasehold properties, preparing budgets and timeframes for acceptance by the Executive
* Project manage all fit outs working closely with third party providers and local Administrators for regional properties, to ensure that projects are delivered on-time, in-budget and to agreed standards.  Work with IT and Office Management to source providers and coordinate all removals of office contents safely and securely from one office to another
* Seek to reduce expenditure on energy costs and similar recurring charges by creating efficiencies and using new technologies and techniques

**Facilities Maintenance**

* Review all ALS leasehold arrangements and ensure landlords and their agents fulfil their responsibilities for leasehold maintenance in a timely manner and to a high standard
* Coordinate all maintenance that is the responsibility of ALS on all Sydney properties, engaging contractors and supervising and signing off on their work, to ensure properties are maintained to a high standard
* Where possible and relevant, source state-wide contractors to create economies of scale
* Oversee maintenance that is the responsibility of ALS on all regional properties, working closely with local Administrative staff, ensuring they follow agreed procedures for choosing and managing third party providers, such that properties are maintained to a high standard
* Work with Human Resources to ensure that Workplace Health and Safety policies and practices are key consideration for all design and modifications and promptly raise any hazards to avoid injuries or ill health
* Actively participate in the Safety Committee and provide guidance and support to all staff to assist in hazard identification and management

**Fleet Management -***The ALS currently has 85 leased motor vehicles being transitioned from two managed service providers to one provider. The fleet includes both pooled cars and packaged vehicles.*

* Manage the nominated outsourced fleet provider(s) to achieve agreed standards of service and customer care
* Manage internal and external fleet related enquiries and escalations of issues.
* Ensure the vehicles are used in accordance with the *Use of ALS Motor Vehicles Policy* including:
	+ All drivers are in possession of a valid driver’s licence
	+ Fuel cards are used when operating an ALS vehicle
	+ Correct odometer readings are supplied when purchasing fuel
	+ Ensuring that company pool vehicles are well-maintained and regularly serviced, and that vehicle logbooks are completed.
	+ Ensure pooled cars are available for use by the broader team
	+ Manage the transfer of penalty notices from ALS to the relevant driver
	+ For all new and expiring leases, manage the transfer of ETolls, insurance and any other related matter
	+ Ensure any fleet risks to the ALS are escalated to management and mitigated immediately

**Administration**

* Develop organisational systems and procedures for facilities management including the development of standardised forms and reports to be used in connection with the inspection and maintenance of the facilities
* In relation to Fleet management, design, implement and manage systems, policies, procedures, guides, tools, forms, and reporting requirements
* Establish, implement, and maintain fixed asset registers (non-IT) for each location liaising with the Senior Finance Officer as required
* Responsible for the reconciling of invoices for contracted services, authorise for payment (within delegation), provide financial tracking of works, and report on any discrepancies.
* Produce management reports on statistics and other relevant information, as required.
* Prepare annual budgets for Executive approval and monitor and take necessary steps to ensure that budgets are controlled. Flag to the Executive any large, unexpected expenses immediately they are known

**KNOWLEDGE, SKILLS AND EXPERIENCE**

***Essential Criteria***

* Ability to develop an understanding of our Aboriginal and Torres Strait Islander community and to apply this understanding in providing a culturally competent service to our internal and external stakeholders
* Ability to acquire an understanding of the nature of ALS operations such that premises and facilities are best suited to operational needs
* Experience managing and interpreting building leases and Services Contracts and the ability to negotiate favourable terms for ALS
* Knowledge of building and occupancy regulations in NSW and the ACT and federally
* Broad knowledge of building maintenance and experience in selecting and managing external contractors to deliver high quality results within budgets and timeframes.
* Strong understanding of Workplace Health and Safety issues in the workplace
* Experience developing and explaining project plans, budgets and timelines
* A strong technical understanding of the fleet industry supported by recent experience
* Strong customer service skills and ability to build rapport and good working relationships with both internal and external stakeholders
* An ability to multi-task, be detailed orientated, be a self-starter and take a proactive approach to all responsibilities
* Communicate effectively both verbally and in writing, adapting style and content to suit various audiences
* Computer literacy and familiarity with Microsoft packages – minimum intermediate skill level (Word, Excel, Outlook)
* Ability to work unsupervised in a multi-office team environment to meet reporting deadlines
* A willingness and ability to travel to ALS’ various offices (regional and metropolitan) (local and interstate).

***Desirable Criteria***

* Understanding of not-for-profit organisations
* Experience working in an Aboriginal and/or Torres Strait Islander service
* Building Industry Trade Qualification
* Project Management Training/Qualification