



Position Description

POSITION TITLE:	Facilities Manager
LOCATION:	SAHMRI, North Terrace
REPORTS TO:	Director, Research and Facility Services
DEPARTMENT:	Research and Facility Services

PURPOSE AND SCOPE OF THE POSITION

The SAHMRI North Terrace building is a purpose-built medical research facility of leading-edge design that includes:

- Advanced building integrated systems
- LEED Gold rating
- Provision of fully serviced research facilities

The Facilities Manager is responsible for the coordination and management of Facilities team members and ensuring the delivery of minor works, equipment maintenance, and building security systems within the SAHMRI facility.

This is a customer service focused role that requires the Manager, Facilities to communicate daily with all SAHMRI stakeholders to ensure that the needs of each of the research groups, clients and partners are met.

Reporting to the Director, Research and Facility Services, this position will ensure that members of the facility team coordinate closely with other Research and Facility Services and operational staff, all researchers and user groups across the organisations to deliver quality outcomes.

The role will also interact with a range of external partners and stakeholders including contractors, consultants and suppliers. The direct reports for this role include Senior Facilities Services Officer, Facilities Services Officer, Facilities Maintenance and Services Officer and Infrastructure Support Officer positions.

KEY PERFORMANCE INDICATORS

The key performance indicators for this role focus on maintaining a consistently high standard of customer service across all stakeholders, ensuring issues are escalated to the Director, Research and Facility Services in a timely way, and supporting the smooth operation of all SAHMRI facilities and services. Success in the role will also be measured through effective management of building services contracts and performance-based agreements, the cost-effective and sustainable stewardship of SAHMRI assets and facilities, timely communication with user groups and stakeholders, and the sound preparation and management of facility and project budgets in accordance with SAHMRI finance policies and expenditure guidelines.



KEY RESPONSIBILITIES

Key responsibilities are outlined below and reflect the broad leadership, operational and stakeholder management accountabilities of the role.

Facilities, Building and Risk Management

The Facilities Manager leads the planning, management and ongoing maintenance of the annual facilities budget, including identifying new works in consultation with the Director, Research and Facility Services. The role is responsible for supporting business continuity, emergency preparedness and disaster recovery planning, overseeing the Building Management System, coordinating asset management and compliance activities, and ensuring preventative, corrective and mandatory maintenance programs are delivered effectively. The position also contributes to project management activities, coordinates inspections and shutdowns with user groups, maintains base building documentation, and supports risk management processes associated with ongoing building operations.

Stakeholder Management

This role maintains strong working relationships with internal and external stakeholders and acts as a key point of contact for facilities-related matters. It requires responsive communication, effective issue resolution and close collaboration with the Director, Research and Facility Services, Work Health and Safety representatives, contractors, consultants and other relevant stakeholders to support building operations, risk management and service delivery.

Administration/Other

The Facilities Manager is responsible for maintaining efficient and confidential administrative systems, supporting the processing of invoices and payments related to contractor and consultant works, and ensuring templates and controlled documents are current and appropriately distributed. The role also coordinates meetings and associated documentation, contributes to continuous improvement initiatives across processes, tools and systems, and carries out all duties in accordance with SAHMRI's policies, values, Code of Conduct, and health and safety obligations.

Leadership:

The role provides day-to-day leadership across the facilities function, including proactive engagement with executive stakeholders, theme leaders and external partners. It also ensures appropriate staffing coverage is maintained on site at all times, including support for out-of-hours events, and oversees flexible work arrangements and leave planning for direct reports to ensure continuity of service.

SPECIAL REQUIREMENTS

- Some out of hours work may be required.
- Be available to be on call to manage after hours emergency /security services on a roster system.
- Travel to other SAHMRI sites may be required.
- DCSI Employment Screening and Police Checks may be required.
- This position requires a pre-employment medical examination to determine suitability for the physical requirements of the role.



Person Specification

QUALIFICATIONS

- Tertiary qualifications in a research, project or engineering related discipline are desirable

EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstrated experience in facilities, building operations or maintenance management
- Experience leading teams and coordinating service delivery
- Ability to work in a dynamic environment and meet deadlines to realise organisational objectives.
- Experience with Building Management Systems (BMS)
- Computer competency in the Microsoft Office suite of applications with the ability to learn new computer programs and applications quickly.
- Excellent communication and interpersonal skills with the ability to build strong working relationships with stakeholders and colleagues at all levels.
- Demonstrated success in negotiating outcomes with customers and stakeholders.
- Ability to work according to tight deadlines and manage various demands and customer/stakeholder expectations.
- Accuracy, attention to detail, and highly organised.
- Ability to work independently, prioritise designated workloads and use initiative.
- Persuasive, encouraging and motivating with a positive, can-do attitude.
- Knowledge of Work Health & Safety legislation and regulations.
- Experience working in a research facility environment (desirable)
- Experience working in a lab environment (desirable)
- Experience working in a customer service environment (desirable)
- Experience in Project and Contract Management Licences (desirable)
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Innovation** – Bold, Driven, Dynamic
 - **Excellence** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

- Current Driver's Licence