POSITION SUMMARY
The Facilities Manager will be responsible for providing high quality, professional services to ensure UNSW Business School facilities meet the needs of staff and students. This extends to coordinating services provided to all UNSW Business School teaching and learning spaces including the digital and physical infrastructure as well as staff and student spaces. The Facilities Manager acts as the first point of contact for all activities and requests related to Peer Learning and Collaborative Exchange (The PLACE) and all other Faculty administered teaching and learning spaces and provides exceptional service to colleagues, internal and external users alike.

The Facilities Manager is also responsible for working on a range of strategic space projects.

ORGANISATIONAL ENVIRONMENT
Overview of the Faculty/School/Divisional Work Unit
The Business School at UNSW Australia (The University of New South Wales) is a leader in business education and research in the Asian region and one of the largest of its kind in the world with almost 14,000 students and over 250 academics and researchers who are global leaders in their fields. The School's reputation is built on its outstanding staff, students and alumni and a cultural diversity which ensures an international focus. The Business School offers a complete range of business degree programs at undergraduate, postgraduate, coursework and research levels, including the AGSM MBA programs and an outstanding range of Executive Programs.

Statistics
8 disciplinary schools
9 research centres
13,948 students
260 academics and researchers
177 professional and technical staff
66,000 alumni

Reporting Relationships
Supervisor’s title: Faculty General Manager
Other positions reporting to the supervisor:
Manager: IT; HR; Finance and Marketing
KEY DUTIES AND RESPONSIBILITIES

UNSW Business School Facilities

- Provide advice and support to the General Manager in relation to the allocation of space and development of facilities required by staff of the Faculty (i.e. adherence to relevant UNSW space management policies and space utilisation improvement guidelines).
- In conjunction with the General Manager negotiate and resolve complex space issues and ensure acceptable solutions for all stakeholders.
- Review and update the Faculty accommodation strategy and ensure development of and adherence to Faculty/School space management principles.
- Regular liaison with a number of University services including Facilities Management and Security Services in relation to all Faculty space and accommodation issues, including planning for sharing services.
- Network with other Faculties and universities to ensure best practice in Faculty activities.
- Manage and maintain the Faculty archival storage as required.
- Prepare and manage Facilities annual budget.
- Any other duties as required by the General Manager.

UNSW Business School Teaching and Learning Space

- Providing an exceptional level of service to visitors, academics and students accessing Peer Learning and Collaborative Exchange.
- Liaising with peers, service providers and contractors to resolve outstanding and emerging issues.
- Recording of ‘pedagogical’ issues to ensure that additional academic staff training, if required, is provided through the e-Learning team.
- Management of non-course bookings (inc. evenings and weekends) across the ground floor, with requests coming from staff and students across the University.
- Promoting and coordinating promotion of The Place within the School (website, Connect), UNSW and externally.
- Represent UNSW to external organisations and stakeholders.
- Maintaining websites and booking systems for all UNSW Business School Learning and Teaching Spaces.
- Working on a number of strategic projects as requested.
- Implement the UNSW Health and safety management system within your area of responsibility.
- Provide support to Teaching and Learning related committees as working groups as required.

WH Safety

- Overview and Co-ordinate WHS Activities within the Faculty and ensure WHS procedures/issues are documented.
- Assist the WHS Committee Chairperson to facilitate and implement WHS policies and procedures within the Faculty in accordance with legislation.
- Identify, assess, prioritise and action risks to WHS for Faculty Staff, Students and Visitors.
- Administer Faculty Level 2 WHS committee including scheduling quarterly committee meetings, agendas, minutes, newsletters, updating intranet as required.
- Organise, document and monitor WHS procedures within the Faculty and facilitate reporting processes in relation to:
  - Emergency preparedness
  - Risk Assessment
  - Accident and incident reporting
  - Electrical Tagging and Testing
  - Workplace inspections
  - WHS committee reviews
  - Auditing
- Other compliance measures as required,
- Coordinate quarterly emergency team update/first aid audit and supplies ordering

**SELECTION CRITERIA**

- Relevant tertiary qualifications along with at least 10 years high level Project Management experience and/or Facilities Management experience
- Outstanding written and oral communication, negotiation and consultation skills including media skills;
- Sound working knowledge of current WHS regulations/legislation.
- Exceptional project management, organisational, and time management skills;
- Demonstrated high level problem solving and analytical skills
- Demonstrated expertise in building highly effective working relationships with internal and external stakeholders
- Proven ability to exercise autonomous judgment;
- High level interpersonal, management and negotiation skills including the ability to interact effectively with a wide client base and communicate and negotiate with external clients.
- Excellent written and oral communication and presentation skills
- Ability to work occasional evening and weekend hours

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.