

# POSITION DESCRIPTION



## SECTION A: Position Context

<b>Position Title</b>	Assistant Manager, Facilities Services and OHS
<b>Position Grade</b>	E3 – Assistant Manager
<b>Category</b>	Executive
<b>Campus / Unit / Faculty</b>	Sarawak Campus – Building Facilities
<b>Term of Appointment</b>	Fixed-term appointment
<b>Effective Date</b>	January 2025

## Position Purpose

The position is an administrative position at the Sarawak Campus. The position reports to the Manager, Building Facilities and is responsible for areas as designated by the Manager, Building Facilities. This position will be responsible for the following:

- Housekeeping and security services;
- Dispatch and mails services, sanitisation system, waste disposal and recycling;
- Manage transport service and vehicles, pest control and etc;
- Manage security surveillance system;
- Support the University events and functions;
- Manage facilities and equipment loan;
- Manage service contract as well as consumable items;
- Develop and update policies and procedures, ensuring that they are oriented towards achieving the University's objectives and that they are understood and complied with by all levels of personnel;
- Provide advice and expert opinion on facilities services to the management;
- Generate and promote a positive health and safety culture in helping to control occupational risk;
- Ensure all safety legislations are adhered to, and policies and practices are adopted; and
- Plan, implement, monitor and review the protective and preventative measures that the University required or chooses to follow, and work to minimise operational losses, occupational health problems, accidents and injuries.

This position will also be required to work closely with other staff members on campus.

## Participation on Committees

The position will be required to participate on relevant committees as and when is needed for the efficient performance of duties and as directed by the Manager, Building Facilities; or Director, Administration; or Pro Vice-Chancellor and Chief Executive Officer (Sarawak) – PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

### Supervision Reporting Relationships

This position's supervisor / manager	Manager, Building Facilities; or any other person as assigned by an authorised personnel.
Other positions reporting to this position	Executive(s), Officer(s), General Service Assistant(s)

### Location

This position is located at the Swinburne University of Technology Sarawak Campus.

## SECTION B: Key Responsibility Areas

The Key Responsibility Areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

<b>Key Responsibility Areas</b>	
1.	<p><b>PLANNING, IMPLEMENTING AND MONITORING</b></p> <ul style="list-style-type: none"> <li>• Develop security plan which include the security guards, CCTVs, and electronic door access, with the objective of ensuring campus have adequate security for its assets, and safety for the community.</li> <li>• Plan ensuring provision of cleaning services are adequate, effective and cost efficient.</li> <li>• Ensure the team provide the necessary support for university events.</li> <li>• Establish annual OHS plan, setting of targets and action plans to address and improve OHS processes based on University's Key Result Areas.</li> <li>• Ensure compliance in implementing and maintaining the OHS manual that consists of OHS policy, procedures, guidelines and work instructions, in accordance with OSHMS ISO45001 standards requirement.</li> <li>• Ensure compliance with relevant regulatory and/or authority bodies on any regulatory assessment (eg: CHRA, NRA, IAQ etc) and mandatory inspection by authority (eg: certificate of fitness inspection and renewal).</li> <li>• Analyse statistics, records, data and information related to health and safety for report presentation in unit, committee and management review meeting.</li> <li>• Advise and review any investigation or any near miss, incident and accident according to legal requirements and propose to management for corrective and preventive action.</li> <li>• Ensure planned and coordinated safety inspection and campus walkabout, generate finding and provide recommendation reports for its corrective or preventive action.</li> <li>• Ensure the team meets the target level set for its service desk performance objectives.</li> <li>• Manage the fleet of motor vehicles to ensure they are in good condition, ensure timely refresh of assets, and replacements are in consultations with relevant users.</li> <li>• Develop and update relevant policies, procedures, guidelines and work instructions.</li> <li>• Manage of service contract agreements.</li> <li>• Prepare business papers and documents for quotations or tenders for contractors.</li> <li>• Prepare budget, continuous monitoring of costs and expenditures to ensure resources are optimised where possible.</li> <li>• Seek discussions with relevant stakeholders and formulate action plans to ensure continuous improvements can be made to services provided.</li> </ul>
2.	<p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• Provide strong leadership, supervise, encourage and support the work of subordinates within the facilities and OHS section.</li> <li>• Set professional standards for the staff.</li> <li>• Ensure team members within the section are properly trained and provide guidance to them in carrying out their duties effectively and efficiently.</li> <li>• Plan and set performance goals for the staff within the section and monitor their performance.</li> <li>• Train and motivate staff in their respective job scope and promote teamwork.</li> </ul>

<b>Key Responsibility Areas</b>	
<b>3. TECHNICAL SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Verify servicing works are carried out by the vendors as per contract.</li> <li>• Ensure that the building health and safety requirements are met.</li> <li>• Capacity to look at digitalisation and innovative initiatives to support sustainability in future maintenance.</li> <li>• Upgrade and expand technical skills and knowledge continuously to support a progressive University.</li> </ul>
<b>4. VENDOR RELATIONSHIP MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Able to specify items required and obtain quotations as necessary.</li> <li>• Maintain good relationship with vendors.</li> </ul>
<b>5. HEALTH AND SAFETY</b>	<ul style="list-style-type: none"> <li>• Practise safe work habits and comply with Occupational Safety and Health regulations with proper use and care of Personal Protection Equipment.</li> <li>• Ensure a safe working environment for all stakeholders.</li> <li>• Ensure strict application of health and safety prevention program and lead investigation of any incident or accident that occurs during the execution of a project or any activity under team's responsibility.</li> </ul>
<b>6. LIAISON AND INTERACTION</b>	<ul style="list-style-type: none"> <li>• Liaise with the relevant government authorities and statutory bodies in complying with the rules and regulations.</li> <li>• Liaise and interact with other external parties such as contractors and vendors on relevant matters.</li> <li>• Liaise and interact with internal parties on relevant matters.</li> </ul>
<b>7. REPORTING</b>	<ul style="list-style-type: none"> <li>• Provide annual preventive and monthly corrective maintenance programme with budgetary input.</li> <li>• Compile report on monthly basis with information on maintenance works, service ticket progress, utilities consumption, scheduled maintenance services updates, technical requisition updates and occurrence of power and system interruption.</li> <li>• Prepare and provide accurate reports on relevant information as and when needed by the Manager, Building Facilities.</li> </ul>
<b>8. OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>	<p>Assist management in monitoring, measuring and reviewing performance of all OHSMS programmes including through the following:</p> <ul style="list-style-type: none"> <li>• Coordinate the implementation of OHSMS and ensure compliance among all stakeholders particularly SUTS staff, students, contractors and visitors;</li> <li>• Direct investigation of incidents and coordinate corrective actions as needed.</li> </ul>
<b>9. SWINBURNE VALUES AND CULTURE</b>	<ul style="list-style-type: none"> <li>• Commit to the Swinburne Values.</li> <li>• Conduct work professionally while demonstrating the Swinburne Values at all time.</li> <li>• Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.</li> </ul>
<b>10. OTHER DUTIES</b>	<p>Any other duties as required by the Manager, Building Facilities; or Director Administration; or PVC&amp;CEO (Sarawak); or any other person as assigned by an authorised personnel.</p>

## SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		<b>Essential/ Highly Desirable/ Desirable</b>
1.	A Bachelor's degree in relevant discipline from a recognised institution with minimum of 3 - 5 years of relevant work experience including one (1) year at supervisory level in leading a team of staff.  Master's degree holders in relevant discipline can be considered.	Essential

<b>Experience / Knowledge / Attributes:</b> Required by the position to successfully perform the positions key responsibilities.		<b>Essential/ Highly Desirable/ Desirable</b>
1.	Able to prioritise workload and complete tasks within the assigned time period.	Essential
2.	A sound knowledge, ability to adapt to and implement new technologies, ensuring continuous improvement in processes and practices.	Essential
3.	Excellent interpersonal and organisational skills, pleasant personality, and a good team player.	Essential
4.	Ability to provide strong leadership, supervise, encourage and support the work of subordinates within the section including ability in monitoring and tracking work progress as well as setting professional standards for the team members.	Essential
5.	Prepared to work outside normal office hours and willing to work long hours in attending to the stakeholder needs and urgencies.	Essential
6.	Comprehensive knowledge on CCTV and Card Access system and its equipment,	Essential
7.	Basic knowledge on LV electrical systems, able to troubleshoot basic electrical faults and provide a rectification solution.	Essential
8.	A sound understanding and appreciation of the roles and functions of various facilities and general facilities services in supporting the development goals of a modern University.	Highly Desirable
9.	Competent in reading, understanding and interpreting specifications, drawings, and all other engineering related documentation.	Highly Desirable
10.	Ability to communicate orally and in writing, to convey and elicit information effectively, and to develop cooperative working relationships with staff members, students and suppliers.	Highly Desirable
11.	Computer literate including competent use of MS Word, Excel, Autocad and web applications or similar computing packages.	Highly Desirable
12.	Knowledge in First Aid and Occupational Health and Safety measures.	Highly Desirable

### Applications:

The application must also include a separate document addressing each applicable element of the Key Selection Criteria (as listed in Section C above).