



ADELAIDE FESTIVAL CENTRE

POSITION DESCRIPTION

Date: April 2023

Position Title:	Facilities Coordinator
Department:	Facilities Services
Classification / Level:	P&A5
Ordinary Working Hours & Days	Working hours will vary depending on theatre activity in any given week but will average 37.5 ordinary hours.
Reports to:	Chief Operating Officer/ Chief Financial Officer
Positions reporting to this role:	Nil
Significant working relationships:	<ul style="list-style-type: none"> • Manager, Facilities • Production Department • Facilities Services team • External Contractors/Suppliers • External customers (other theatre and arts companies, general public, visitors, artists, etc.) • Internal customers (employees of Adelaide Festival Centre Trust) • Government Departments (Fleet SA, Arts SA, Department for Infrastructure and Transport, Department of the Premier and Cabinet (DPC), City of Adelaide)
Decision Making / Purchasing Authority:	As per delegation
Special Conditions:	None
Information on Adelaide Festival Centre	Adelaide Festival Centre (AFC) is central to the Arts in South Australia and an integral part of community life in the State. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.
Department Overview	The Facilities Services department provides maintenance (plant equipment, assets and infrastructure) within Adelaide Festival Centre venues and environs and liaises with the contracted infrastructure management company to ensure
Summary of Key Purpose:	<p>Coordinate the Facilities Services team and external contractors. Responsible for organizing both preventative and reactive maintenance and service issues for AFC and HMT, building, equipment, plant, machinery and vehicles.</p> <p>Provide administrative support to the Facilities Services department, as well as maintaining and improving effective office procedures.</p> <p>Manage and review systems to ensure outcomes align with SA Government Strategic plan.</p>

Key Result Area / Accountabilities:

In consultation with the Manager Facilities, perform the administrative function of the Facilities Team and assist with the development of work instructions, procedures and policies.

Plan routine maintenance and works including preparation for events like AFC Festivals, Adelaide Festival and other events and performances.

Prioritise and delegate maintenance work to the Facilities Services team or external contractors.

Assist with the preparation of the Facilities section of Trust reports as well as any DPC or Government reports required.

Undertake research and assessment of products required by AFC. This includes furniture, lighting (levels, heat loads) for the dressing rooms, hand dryers, fleet vehicles and other items as required, and requires liaising with suppliers to determine if products meet AFC requirements.

Facilitate delivery of capital works, minor and major works program, liaise with relevant parties to ensure that services are provided as requested or agreed and attend meetings as required.

Manage the Cleaning Services contract for both AFC and HMT. This includes fortnightly inspections of AFC's venues with the contractor so that any problems or potential problems can be quickly identified and resolved.

Undertake regular inspections around AFC, Her Majesty's Theatre, Her Majesty's Gallery and Kilburn facility to check that contract terms are being effectively met and that the quality of service provided is of an acceptable standard. These inspections include checking the quality of work undertaken by the Facilities Services team.

Roster additional cleaning services as required based on activity requirements.

Complete staff rosters for the Facilities team as required, and undertake the system administrator role in the department for the TimeTarget time and attendance system.

Responsible systems administrator for Tech1, Content Manager and EBMS systems within Facilities Services.

Maintain AFCT's fleet vehicles, including arrangement of servicing and repair, maintaining the necessary paperwork, actioning factory recalls as appropriate under instruction from Fleet SA, managing lease renewals, maintaining the necessary paperwork relating to vehicle usage and following up on any infringements.

Assist the Manager, Facilities with WHS compliance including maintaining and updating relevant risk registers and maintenance databases, scheduling maintenance and repairs either by contractors or by Facilities staff as required and WHS audits conducted by DPC.

Assist with procurement processes for the Facilities department (and other departments when requested) which includes preparing the tender and associated documents, uploading the Tender documents to SA Contracts and Tenders website for advertisement, evaluating tender submissions relevant to Facilities Services and discuss final decision with Chief Operating Officer on major procurements, notifying successful and unsuccessful tenderers and completing necessary paperwork, assisting internal departments with pre-tender and post tender documents, attending procurement Governance committee meetings as trained AFC delegate in advanced contract management, respond and resolve internal and external problems and challenges in relation to Facilities Services, partner and collaborate on cross-department/team projects and assist with grant paperwork around sustainability/carbon footprint.

Assist the Manager to review and implement contracts and manage the implementation of new contracts for Facilities Services.

On-charge utilities to the tenants of AFC

Assist the manager with the development of operational budgets with Finance Department and manage and monitor departmental expenditure.

Lead initiatives around sustainability framework (reduction of energy and water consumption and landfill diversion), including assisting with grant paperwork
Administer maintenance request system on AFC's intranet
Schedule departmental meetings; draft agendas and take minutes at departmental meetings.
Order appropriate stationery stocks for Facilities department including letterhead, envelopes, business cards etc.
General
Perform any other duties as directed by the manager, within level of skills, experience and competence.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.
Demonstrate appropriate behaviour and adhere to AFCT's policies and procedures in relation to EEO and the prevention of Bullying and Harassment in the workplace
Comply with all AFCT policies & procedures not limited to WH&S and Records Management.
EBMS (Event Business Management System)
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
Records Management
All records created within the conduct of AFCT business to be managed in accordance with AFCT's Record Management Policy, associated policies, procedures and legislation.
Work Health & Safety Responsibilities (WH&S)
Care for your own and others' health and safety.
Comply with any reasonable instruction from the department, so far as you are reasonably able.
Cooperate with all reasonable departmental policies and procedures.
Participate in corrective action processes where required and as directed
Comply with the WHS legislation.
Wear and maintain Personal Protective Equipment (PPE) as directed.
Use other safety and emergency equipment provided in the workplace.
Assist with and conduct risk assessments.
Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.
Implement WHS policies, procedures and safe systems of work.

Key Competencies:	Requirement
Qualifications / Education	
Completed a recognised administrative or other business related qualification / training	Highly Desirable
Certificate qualification in Government Procurement and Contracting	Highly desirable
Technical / Business Skills / Personal Attributes	
Proven verbal and written communication skills dealing with a diverse client group including managers, employees, suppliers, contractors and government agencies.	Essential
Experience in the Microsoft Office suite of software and a broad knowledge of information technology and Internet applications.	Essential
Proven ability to implement, maintain and manage effective and efficient administrative and records management procedures and processes.	Essential
Demonstrated skills in time management, including the ability to organise workflow and adapt to changing day-to-day demands, determine priorities and meet deadlines	Essential
Ability to communicate and negotiate with Facilities staff.	Essential
Demonstrated ability to provide a consistently high level of customer service.	Essential
Proven ability to problem solve, make appropriate recommendations and escalate issues when required to the Manager, Facilities.	Essential
Proactive, enthusiastic, results orientated focus.	Essential
Desire to contribute to a happy, healthy work environment.	Essential
Ability to work under limited direction either independently or as a team member in the achievement of agreed objectives.	Essential
Ability to be accurate and systematic in producing work within the required parameters and use initiative and judgement where procedures are not clearly defined.	Essential
A passion for and strong understanding of the arts/entertainment industry	Desirable
Experience	
Previous experience working in an administrative role in a busy maintenance environment or similar.	Essential
Knowledge of Building Code, Australian Standards, Legislation, Regulations (WH&S) and policy procedures that relate to the built environment.	desirable
Previous experience collating reports and recording minutes for meetings.	Desirable