

NEW CO

Temporary Role Profile

Position Title	Manager Facilities
Position Number	P2025
Type of Employment	Part/ Full Time
EFT	1 EFT
Status	Ongoing
Division	Finance, Facilities, ICT & Data
Unit and Team	Facilities & Fleet
Enterprise Agreement and Classification	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administration Officers) Multiple Enterprise Agreement 2022-2026. Grade 6
Reports To	Chief Financial Officer
Primary Location All staff are required to travel between sites	TBD

New Co

From 1 January 2026, Sunbury and Cobaw Community Health and Nexus Primary Health will merge to form a new, unified not-for-profit community health organisation.

This decision follows an extensive exploration process that confirmed the merger will improve access to safe, high-quality, and sustainable health and community services across the Hume, Macedon Ranges, Mitchell, Murrindindi and Strathbogie local government areas.

The new organisation will bring together the deep community connections, shared values and specialist expertise of both entities. Services will span general practice, allied health, disability support, mental health, early childhood, family services, aged care and community wellbeing, delivered from sites in Broadford, Kinglake, Kyneton, Romsey, Seymour, Sunbury and Wallan, with additional outreach into surrounding communities.

As a community health organisation grounded in the social model of health, our multidisciplinary teams recognise the impact of social, economic, cultural and political factors on health and wellbeing. We work in partnership with individuals, families and communities to deliver person-centred, inclusive and culturally safe care.

Developed by/Date: People & Culture / July 2025	Approved by: Executive Director People and Corporate
Scheduled Review: July 2026	Version No. 2.3

All employees contribute to our shared purpose by:

- Supporting community and individual health through health promotion, prevention, early intervention and place-based consultation
- Delivering care and services that reflect the diverse lived experiences of our clients
- Collaborating across teams to drive innovation, equity and continuous improvement
- Embodying the values of respect, inclusion, accountability and partnership

We are an equal opportunity employer and a health-promoting workplace, committed to building a diverse workforce and inclusive culture. We welcome applications from people of all cultural backgrounds, Aboriginal and Torres Strait Islander peoples, people with disabilities, those from the LGBTIQA+ community, and other underrepresented groups.

We are committed to the safety and wellbeing of children and vulnerable people and uphold a shared responsibility in the prevention of and response to family violence. All employees are required to meet relevant compliance and screening obligations as part of their employment.

Division, Unit and Team

This position sits within the **Finance, Facilities, ICT & Data Division**, which is responsible for strategically ensuring the long- term sustainability of the organisation. Included here are all resources used within the organisation and those that will be available in the future to enable the organisation to deliver its overall strategy, including those resources that enable us to continue delivering high-quality, client-centred services across all our locations.

The Facilities and Fleet Unit is responsible for maintaining, planning for and managing the use of our facilities and fleet to ensure that we make the best possible use of these resources. This position works closely with the Chief Financial Officer and the Facilities & Fleet Unit to ensure that our organisation has the appropriate physical resources to execute its strategy and capital projects.

The Facilities & Fleet Unit are responsible for looking after the day-to-day maintenance, service requirements and safety of our buildings and vehicles. They are the go-to people that coordinate, plan for and ensure that our staff can work at our sites and that our vehicles are available and safe to drive. This team are responsible for the planning for, scoping out and delivering projects that further advance our physical assets and resources.

The Facilities & Fleet Unit is responsible for ensuring the efficient and effective delivery of high-quality facilities and fleet tasks and ensuring that our staff have the facilities and vehicles required to do their jobs. This unit is also responsible for projects that relate to our facilities and fleet and for delivering building works in the future. The unit is also required to work within and report on their annual operating budget and to ensure the planning and delivery of the capital budget.

Developed by/Date: People & Culture / July 2025	Approved by: Executive Director People and Corporate
Scheduled Review: July 2026	Version No. 2.3

NEW CO

The role is part of the **Facilities & Fleet Team**, that include a group of professionals that have specialist knowledge and experience relating to building and/or fleet maintenance, servicing, contract management and projects that may include capital projects. The team works collaboratively to efficiently provide physical resources that are safe and of high- quality. The team operates across multiple sites and locations, and partners closely with other services within the organisation.

Position Overview

The main objective of the position is to manage the overall delivery of efficient, safe and high-quality facilities and fleet and robust systems that support the better use of our facilities and fleet. Capital planning and the delivery of future projects in a timely and cost-effective manner is a key deliverable of the position. Ensuring that the team works well across the organisation and supports our staff by maintaining a safe workplace for them to work in, is a key deliverable of the position.

Positions reporting to this role are:

Maintenance Coordinator
Facilities Team Support Officers
Facilities Coordinator

Internal relationships include:

Staff within division
Executive
Service unit managers and team leaders
Frontline staff

External relationships include, and are not limited to:

Suppliers
Contractors
Tenants and sub-tenants
Funders

Budget and resource management:

Ability to understand, monitor and plan budgets and expenditures to save costs and the ability to deliver infrastructure works or other projects in line with budgets. Ability to prepare and plan business cases to substantiate resource requirements. Oversee that facility and fleet expenditures are within delegation limits.

Duties and Responsibilities

- Invoices are signed off within delegated authority levels Oversee the purchase, lease, changeover and disposal of physical assets

Developed by/Date: People & Culture / July 2025	Approved by: Executive Director People and Corporate
Scheduled Review: July 2026	Version No. 2.3

NEW CO

- Negotiate tenancy leases and oversee facility and vehicle contractor arrangements
- Develop Capital asset management plan for facilities and fleet
- Oversee building development works
- Oversee ongoing maintenance systems, their compliance requirements and written procedures & policies
- Ensure that robust space utilisation plans are developed and that procedures are adhered to when allocations are made
- Contribute to and provide advice to EMT meetings and organisational business continuity plans as required
- Keep building insurances up to date and ensure appropriate coverage and monitor insurance excesses
- Arrange land and building valuations when required

Emergency Management

- Coordinate Fire and Emergency Management training and drills to ensure employees understand how to respond in different situations as outlined in the Emergency and Disaster Policy and procedure and Duress Alarm Work Instructions
- Coordinate Fire Warden/ Emergency Management representatives training and ensure that the register of training conducted is maintained
- Ensure that fire orders, emergency management diagrams and lists of key emergency personnel are accurate and displayed across all sites
- Project manage organizational emergency management initiatives, systems support, and process improvements
- Ensure coordination of preparedness and emergency response documentation (including annual bushfire plans for employees living in high fire risk areas and the organisation), and that the annual emergency management plan is updated
- Ensure that duress alarms are maintained and tested on a regular basis and that staff are trained in how to use the alarms
- Ensure that all emergency management policies and procedures and work instructions remain up to date
- Ensure that health and safety issues identified are attended to as a priority
- Ensure that the MSDS registers are maintained and reviewed and ensure compliance with Hazardous Substance and Dangerous goods policy and procedure
- Contribute to and provide advice to EMT meetings and organisational business continuity plans as required

Fleet

- Coordinate the change-over of fleet including purchase of new vehicles and most effective off-load of expired fleet
- Ensure the coordination of the organisations fleet, including the implementation, maintenance and the management of vehicle booking systems and fleet maintenance systems
- Ensure that fuel usage and vehicle expenditures are monitored and analysed
- Ensure that fuel cards are managed and issued appropriately
- Ensure that quarterly vehicle inspections for all fleet vehicles take place and that agreed recommendations are implemented
- Ensure that bus compliance is maintained
- Ensure appropriate fleet vehicle utilisation and that swapping of vehicles occurs when needed and that overall vehicle utilisation is monitored to understand vehicle requirements at any given time
- Keep vehicle insurances up to date and ensure appropriate coverage and monitor insurance excesses
- Ensure that purchases and regular payments for facilities are budgeted for and that

Developed by/Date: People & Culture / July 2025	Approved by: Executive Director People and Corporate
Scheduled Review: July 2026	Version No. 2.3

Staff Support and management

As a manager, you will:

- Monitor performance & workload management
- Mentor new staff
- Ensuring safe practice and overall occupational health and safety of the organisation
- Directly lead, support, guide, resource and supervise subordinate staff and assist them to reflect on and enhance their management practice
- Advice and support staff to actively demonstrate the organisation's purpose, policies and procedures
- Ensure all supervised staff are provided with regular supervision, support and an annual performance appraisal and that they undertake the same process with their staff
- Support supervised staff to negotiate and resolve staff conflict and issues
- Ensure that staff within the unit are clear on their respective roles, responsibilities and level of authority and accountability

Leadership and Management

As a member of the organisation's management and leadership team you will:

- Lead your direct reports throughout the employee lifecycle by engaging and supporting employees in performance management processes, facilitating regular supervision with employees and mentoring, coaching and developing those within your unit to do their best work
- Model our values and foster a positive workplace culture of employee involvement, innovation, development, recognition and celebration of success
- Demonstrate a high level of emotional intelligence
- Have advanced operational management skills
- Utilise strategic and systems thinking skills
- Develop trusted, collegial relationships with your supervisor, peers and subordinates
- Unit based management, including the responsibility for operational budgets, capital budgets and the timely, efficient delivery of project budgets
- Allocate and control staff and resources to ensure activities of the unit are carried out efficiently and effectively, and in a safe manner

Key Selection Criteria

Essential

1. Demonstrated understanding of and commitment to delivering services that are person-centred, inclusive and responsive to the diverse needs, backgrounds and lived experiences of clients, including

Developed by/Date: People & Culture / July 2025	Approved by: Executive Director People and Corporate
Scheduled Review: July 2026	Version No. 2.3

Aboriginal and Torres Strait Islander peoples, people with disabilities, LGBTIQ+ communities, and culturally and linguistically diverse populations.

2. Proven ability to work collaboratively with colleagues across diverse teams to provide high-quality, timely and solution-focused support that enables safe, efficient and client-centred service delivery
3. Demonstrated commitment to continuous improvement and/or the use of innovation to create effective, efficient and sustainable resources
4. Extensive demonstrated experience that includes that of managing facilities of an organisation with multiple buildings across different locations
5. Demonstrated experience showing the management of the delivery of strategic projects
6. Demonstrated ability to apply financial, operational or technical decision-making in a way that supports the mission and values of a community health organization- including accessibility, inclusion and social impact

Desirable

1. Demonstrated ability to problem-solve creating effective outcomes
2. Highly developed written and verbal communication skills, including management and Board level reporting

Qualifications and Registration

- Qualification in Business, Administration or project management
- Most hold current National Criminal History Check (NCHC), NDIS Worker Screening check and valid Working with Children Check (WWCC)
- Must hold current Victorian Driver's Licence.

Acknowledgement

I hereby accept and agree to the duties in this Temporary Role Profile. I understand that this Role Profile is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

Developed by/Date: People & Culture / July 2025	Approved by: Executive Director People and Corporate
Scheduled Review: July 2026	Version No. 2.3

NEW CO

This Role Profile has been developed as an interim document to support the organisational change process associated with the merger of Sunbury Cobaw Community Health and Nexus Primary Health. A final Position Description will be provided following the completion of the merger.

Name	Please print
Signature	Incumbent
Date	