

## POSITION DESCRIPTION

Title: Facilities, Safety & Compliance Coordinator  
Classification: HEW 6  
Reports to: Facilities & Campus Operations Manager  
Direct reports: 5  
Issue date: October 2021

### JOB PURPOSE

This position is a key member of the Facilities & Campus Operations Management team and performs a vital role in the daily operation of the National Art School (NAS) campus to ensure an optimal working environment for staff and students. The position is responsible for the coordination of the facilities, safety and compliance functions and supervises the Workshop, Groundskeeping and Facilities Assistant teams.

### KEY RESPONSIBILITIES

#### Procurement & Support

- Proactively understand the operational and technical requirements of the site which is in the Old Darlinghurst Gaol and comprises 22 buildings and grounds.
- Source and evaluate supplier/contractor quotes, organise contractor site works, induct contractors to the site and conduct familiarisation tours of site for contractors as required or directed by FCOM.
- Raise purchase requisitions and process supplier invoices in the purchase requisition system and ensure compliance with annual budgets.
- Manage day-to-day contractual arrangements with third party suppliers and contractors. Undertake regular reviews of suppliers to ensure value for money and competitive pricing.
- Interpret a minor project brief and develop a project plan, scope of works, arrange quotations and present to FCOM.
- Liaise with the landlord representative for site and base building projects, repairs and maintenance as required.

- Organise and prioritise base building, fit-out and equipment repair and maintenance requests as required.
- Act as backup to the Facilities and Campus Operations Manager when required.
- Perform other related duties as required.

#### Safety & Compliance

- Implement policies and procedures as part of our WHSMS to ensure School-wide compliance with Workplace Health and Safety (WHS) legislation, regulations, standards, best practice and be actively involved in hazard identification, risk assessment, and mitigation.
- Implement and promote emergency procedures with stakeholders.
- Ensure all licensing and insurance requirements are up to date and maintained in a register for audit purposes.
- Management of WHS & Auditing systems for sitewide compliance.
- Support the WHS Committee as directed by FCOM, including acting as Chair.
- Maintain the chemical and hazardous materials register including overseeing storage, and labelling compliance with GHS requirements.
- Maintain the fixed asset register and assist in the development of a new bar-coded/automated fixed assets register system.
- Manage the ALSCO System
  - Management reporting
  - Organise and arrange training for Fire Wardens, Fire Aid Officers, WHS and emergency procedures.
  - Incident reporting (staff and students)

- Incident management (in conjunction with People & Culture Manager).

#### Site Coordination & Usage

- Coordinate the use of the site, liaising with other staff as necessary and act as primary overseer of NAS room booking system.
- Liaise with Production Manager regarding client requirements including the coordination of bump-ins and bump-outs, security contractors and cleaning contractors for venue hire bookings.
- Coordinate resources and equipment with events and gallery staff for exhibitions, events, and major functions. Assist other facilities staff as required in setup and pack-down. Be willing and available to work overtime from time to time to assist in events and exhibitions.
- Other duties as required

#### Supervise Workshop, Groundskeeping & Facilities Assistants Teams

- Manage direct reports including setting key performance indices, completing the annual Performance Development Plans, and identifying training needs for successful servicing of stakeholders across NAS.
- Manage the Workshop Team's delivery of metal and wood fabrication services and training for academic staff and students.
- Manage the Facilities Assistants team including implementing small building projects; scheduled building and equipment preventative maintenance; and safety processes including forklift, manlift and calibration of testing equipment.
- Manage the Groundskeeping staff including scheduling priority tasks and ongoing routine scheduled work.
- Oversee the staff leave roster and ensure coverage of duties at peak times
- Other duties as required

management and contractor management.

- Strong knowledge of facilities management operations and systems including fire systems, security systems, and HVAC systems.
- Demonstrated experience in small building projects, procurement for trades, building supplies, utilities, and associated building services along with managing delivery to acceptable building or other standards, specifications, deadlines, and budgets.
- Demonstrated knowledge of security, IT and Communication and Building standards and codes including heritage requirements, heritage building issues and relevant government legislation.
- Good verbal and written communication skills, interpersonal, negotiation, and conflict resolution skills, with the ability to write reports and accompanying computer skills.
- Project management, problem-solving skills, time management and multi-tasking skills.
- Excellent organisational and record management skills and the ability to utilise resources within budget and time constraints.
- Demonstrated knowledge of and commitment to safe work practices and relevant legislation and regulations.
- Sound judgement and the ability to think quickly during emergencies.
- Knowledge and understanding of EEO, Ethical Practice and WH&S.
- A building trades background is desirable
- Knowledge and experience with NSW government contracts and tendering processes is desirable.
- Understanding of the Australian visual arts sector is desirable.
- Hands on experience with facilities management software is desirable.

#### QUALIFICATIONS / EXPERIENCE

- Work experience as a Facilities Coordinator or similar role in facilities

**KEY RELATIONSHIPS:**

Internal	
Executive Leadership Team	Chief Operating Officer functional reporting line
Direct Manager	Facilities and Campus Operations Manager.
Direct Reports	Workshop Technicians Print Lab Technician Facilities Assistants Campus Assistant
Team Members	Collegiate working relationship with outcomes focus
Colleagues	Develop and maintain effective and collegiate working relationship
Landlord representative	Develop and maintain effective working relationships
Key Contractors	Maintain schedules and accountabilities and cost management

**ACKNOWLEDGMENT**

I have read and understood this position description and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_