

POSITION DESCRIPTION	
<b>NAME:</b>	<b>JOB TITLE: Facility, Engineering and Building Services Coordinator (FEBS Coordinator)</b>
PRIMARY JOB PURPOSE:	
The primary purpose of the FEBS Coordinator position is to assist the FEBS Manager ensure the smooth daily operation and maintenance of NeuRA buildings, building and scientific services and other physical assets.	
REPORTS TO: (Performance reviewed by):	ROLES REPORTING TO THIS POSITION:
Facility, Engineering and Building Services Manager	N/A
ACCOUNTABILITIES: Key areas of responsibility	
<p>Assist the Facility, Engineering and Building Services Manager with the following,</p> <ul style="list-style-type: none"> <li>• Effectively and efficiently managing engineering maintenance service operations within approved budgets; ensure compliance with prescribed standards and achieve maintenance and project deadlines.</li> <li>• Manage site maintenance activities performed by facilities team and approved compliant contractors; ensure the competency and technical knowledge of the team are aligned with their assigned tasks; that tasks assigned are completed and meet defined service levels.</li> <li>• Undertake assigned maintenance activities. Ensure all forms of maintenance records are fully maintained and up to date.</li> <li>• Manage and supervise the work of contracted service providers to ensure it is completed correctly and on time.</li> <li>• Recommend capital equipment upgrades and refurbishment requirements.</li> </ul> <p><b>Key Activities</b></p> <ul style="list-style-type: none"> <li>• Respond to reported building issues and coordinate efficient and effective responses.</li> <li>• Establish and manage ongoing relationships with key stakeholders.</li> <li>• Schedule and supervise contractors to ensure that the work performed is to the standards as set out in the individual contract.</li> <li>• Keep and monitor the stock of necessary spare parts for services, plant and equipment.</li> <li>• For project work - witness services commissioning, identify defects for the project.</li> </ul>	

- Review contractor currency and requirements of training and licences on an ongoing basis.
- Conduct weekly inspections of engineering services, plant and equipment and cleaning inspections.
- Maintain Jira (task management tool) system to receive, monitor and address building user requests to achieve best practice customer service levels throughout the facilities.
- Monitor and review all reported incidents relating to the Facility, Engineering and Building Services Manager and arrange appropriate risk minimisation measures where required.
- Conduct regular inspections of the property and maintain records of any risk areas ensuring notification to relevant stakeholders as required.
- Undertake other tasks as directed by the Facility, Engineering and Building Services Manager.
- Assume role of Deputy Chief Fire Warden and take a leadership role in building emergencies.
- Required to be on a rotating on-call roster.

## **ASSET MANAGEMENT**

### ***Maintenance***

- Ensure that all works undertaken compliments NeuRA's primary research activities and that any disturbances are avoided or minimised wherever possible, liaising with impacted researchers and staff as needed.

### ***Contractors***

- Oversee the supervision and co-ordination of building related trades and contractors by providing direction in the prioritisation, scheduling and execution of maintenance activities. Review contractor work to ensure minimal impact on other systems.
- Ensure contractor training and safety are conducted in line with legislative requirements and NeuRA policies and procedures.

## **SCIENTIFIC AND BUILDING SERVICES**

### ***Team and service providers***

- Assist with building a strong safety culture in the team, engendering WHS conscientiousness at all levels including with contractors and service providers. Ensure team and contractors are compliant with applicable legislation and WHS documentation is kept current.
- Drive quality assurance and a culture of continuous improvement.
- Maintain excellent stakeholder relationships.
- Assist with co-ordinating planned shutdowns, providing on-call attendance to site in regard to emergency breakdowns, after hours call-outs and other scheduled out of hours work.
- Schedule in consultation with the Facilities team and staff, the testing and tagging of NeuRA electrical equipment, in line with legislative requirements.

### ***Building Systems and Facilities***

- Carry out regular inspection of facilities and provide advice to the Facility, Engineering and Building Services Manager on a wide range of building issues and condition assessments.

**OTHER**

- Ensure that NeuRA's policies and procedures are consistently adopted.
- Collaborate with all staff at various levels.
- Work flexibly as part of the Facilities Team to maintain the efficient and safe operation of NeuRA facilities at all times.
- Provide on-call attendance to site in regard to emergency breakdowns, after hours call-outs and other scheduled out of hours work as directed by the Facility, Engineering and Building Services Manager.
- Undertake professional development approved by the Facility, Engineering and Building Services Manager and funded by NeuRA.
- Comply with NeuRA's Code of Conduct.
- Other duties as determined from time to time by the Facility, Engineering and Building Services Manager.

**CORE COMPETENCIES/REQUIREMENTS/EXPERIENCE:****Qualifications**

- A relevant trade qualification with at least 5 years of subsequent relevant experience or equivalent combination of experience and education background.
- Work experience in medical research / health sector is highly desirable.
- Extensive relevant experience and management expertise in technical or administrative fields, or an equivalent combination of relevant experience and/or education/training.
- Substantive Building Management Control System (BMCS) and system architecture experience and knowledge.
- Substantive Building freezer motoring system (FMS) and system architecture experience and knowledge.
- Substantive Building Access Control and CCTV systems and system architecture experience and knowledge.

**Experience/Knowledge**

- Extensive experience in the maintenance of buildings and building services, specifically in an institutional sensitive medical research / health environment.
- Detailed knowledge of maintenance methodologies and asset management concepts as applied to buildings and building services.
- Thorough knowledge and understanding of relevant legislation, codes and standards, including Work Health and Safety and Environment Management.
- Extensive knowledge of building engineering services, especially in relation to complex medical research / health environment.
- High level of customer service skills.
- Highly self-motivated, ability to prioritise work, set goals and possess the ability to work with minimal supervision and to respond to emergency situations outside of normal working hours.
- Well-developed interpersonal skills including the ability to create a team environment and to effectively interact with a wide range of facility stakeholders and service providers.
- The ability to communicate effectively both orally and in writing, including the ability to produce timely and concise reports on request as well as other written correspondence.

- The ability to work well under pressure and to strict deadlines.
- High level of ability to analyse complex building engineering services to resolve problems and to ensure optimum system and business performance.
- Ability to effectively work in a diverse team of maintenance and scientific services staff and contractors to provide high quality services to NeuRA.
- Advanced computer skills in MS Word, Excel and access or equivalent.

### **Essential**

- Substantive experience in the maintenance of buildings and building services in a medical research / health environment.
- Significant initiative and judgement whilst working with and balancing multiple stakeholder needs – essential.
- Physically fit as some general manual handling would be required.
- Strong client service focus.

### **Desirable**

- The following qualities are highly desired, excellent negotiation, tactful, discrete and an ability to maintain confidentiality.
- Ability to use technology to reduce recurrent costs and drive efficiencies in how the Facilities Team operates - desirable.
- Be trained in building emergency management e.g. completed Fire Safety Officer (FSO) training

### **KEY RELATIONSHIPS/INTERACTIONS – EXTERNAL AND INTERNAL:**

Internal: FEBS Manager, Facilities team, Finance, WHS, Researchers, IT, HR, COO  
 External: Contractors, suppliers, consultants.

### **WHS RESPONSIBILITIES:**

Ensure compliance with all requirements of the NSW Work Health and Safety (WHS) legislation and associated relevant regulations, Environmental and Quality policies and related NeuRA WHS policies general Policies and all NeuRA Work Health and Safety Policies.

#### Responsibilities of all staff:

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2011.
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace.
- Attend all training sessions as required.
- Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work.

#### Additional responsibilities for supervisors: (PCBU)

- Persons Conducting a Business or Undertaking (PCBU) i.e. managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace.

- PCBUs must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments.
- Attend and complete all required training sessions.