



POSITION DESCRIPTION

April 2021

Position	Facilities Administrator
Stream	Business Operations
Reports to	Manager – Business Systems & Operations
Exemption	VCAT Exemption No. H119/2017 (subject to Equal Opportunity Act 2010)
EA 2017 Remuneration	Level 3
Located	Women's Health West, 317-319 Barkly Street, Footscray Vic 3011

WHW's Values

- **Freedom:** We centre freedom from oppression, discrimination, and violence in all our work. We take aim work in ways that promote freedom, and we take responsibility for our work and our actions.
- **Connection:** We focus on connection to ourselves, each other, our clients, the community, the land, and the environment. Connection is key to achieving our purpose. We believe in the strength of belonging, of being inclusive and in working together to achieve change.
- **Resistance:** We uphold human rights and in solidarity, work together to challenge injustice and transform lives for the better.
- **Love:** We practice fierce, revolutionary love. We treat each other with respect, kindness and compassion and are committed to creating an environment where all feel seen, heard, and valued.
- **Creativity:** We embrace creativity and curiosity. We reflect, ask questions, listen, and enjoy learning. When times are challenging, we look for opportunities to learn and to grow.

ORGANISATIONAL CONTEXT

Women's Health West (WHW) is the women's health service for the western metropolitan region of Melbourne. We focus on supporting women and their children to lead safe and healthy lives and on changing the conditions that cause and maintain inequity and injustice. We do this through two main complementary programs. Our health promotion program plans and implements activities designed to promote women's health, safety, and wellbeing across the areas of sexual and reproductive health, mental health and the prevention of violence and discrimination. Our integrated family violence service provides a range of programs to women and children who experience family violence, including court support, crisis housing and case management. We also provide services designed to promote healing and recovery such as children's counselling. We work collaboratively with communities, government, and local agencies to influence public policy or change legislation, to improve access to services and resources, and to build individual, community and organisational capacity to improve the status of women. WHW is funded by local, state, and federal government grants, and receives additional funding from benevolent trusts and philanthropic organisations.

POSITION PURPOSE

The facilities administrator reports to the manager – business systems and operations and is part of the team responsible for providing support to the organisation's daily operational needs and support

strategic project implementation. This position has responsibility for the organisation's fleet, facilities, and equipment management to ensure all operation organisation needs are being met.

KEY RESULT AREAS AND RESPONSIBILITY

1. Oversee the Fleet management

- Ensure the Fleet is properly maintained and occur in a timely manner with:
 - Annual registration processes and payment notification
 - Regularly serviced and cleaned as per schedule practices.
 - Vehicle trade-ins and repairs as per organisation policy and procedure
- Drive organisation vehicles to support fleet management requirements.
- Ensure employees are trained and can access the Smartfleet Pool Car booking system.
- Identify opportunities to improve systems and processes for effective management of WHW motor vehicles.
- Continually develop and mature the use of WHW fleet and access to vehicles to meet staff and client needs.

2. Oversee the WHW facilities and equipment

- WHW facilities and equipment areas include, but not limited to:
 - Fire, Building Safety, Emergency Systems and Security
 - Office and cleaning supplies
 - Waste Management
 - General Building repairs
- Monitor facilities to ensure all repairs are performed and recorded in a timely manner to ensure the safety of the building and staff.
- In conjunction with the manager – business systems and operations, plan implement and evaluate initiatives to improve WHW facilities and operational systems.
- Monitor the cleanliness of the building to ensure contract cleaners are meeting their contractual obligations and advise of any additional cleaning required.
- Ensure regular pest control is conducted annually.
- Review building security systems to identify improvements that will ensure building security systems are effective, properly monitored and that all alarms (including internal alarms for client rooms) are regularly tested.
- Administer the Emergency Management and Visitor Management systems ie Who's On Location.
- Respond to requests for reports and other written documents, ensuring that all material is accurate, up-to-date and completed in a professional and timely manner.
- Ensure all new staff are provided with appropriate equipment (desk, chair, computer, and telephone) as per organisation policies and procedures.
- Manage the office supplies and stationery purchasing and stock levels.
- Manage the physical document archiving process.

3. Asset management and procurement support

- Ensure all asset movements – allocation, return, and replacements are recorded and occur in a timely manner in accordance with organisation policy, procedure, and practices.
- Regular stocktakes are performed.
- Ensure all obsolete equipment is disposed of effectively and in accordance with WHW environmental strategic objective.
- Coordinate with finance to ensure the financial information is up to date.
- Liaise with new and existing suppliers to obtain the most cost and time effective solution, in accordance with organisation policy, procedure and practices.
- Contribute to the review and development of associated documentation related to all associated duties.

4. Employment citizenship

- In collaboration with the manager – business systems and operations, participate in the development, monitoring and review of a clear work plan that sets out objectives, activities, outcomes and evaluation methods for this position.
- Participate in induction processes and probationary reviews as required.
- Participate in regular supervision and annual appraisal to discuss workload and professional development.
- Undertake identified training provided by the organisation or outside bodies where appropriate to enhance skills development. Actively participate in program, stream and organisational meetings and planning days.
- Role model respectful and professional behaviour within the work environment at all times, apply work practices aligned to WHW's values Freedom, Connection, Resistance, Love and Creativity.
- Actively participate in cross-stream mechanisms designed to facilitate links within and between the business operations team and the whole organisation, ensuring that collaboration is embedded in all aspects of WHW's operations.
- Participate in organisational continuous quality improvement and risk management frameworks.

KEY SELECTION CRITERIA

1. Have two years' experience in a similar role attending to fleet management, building and facility management, including maintenance.
2. Able to understand and demonstrate our values in practice.
3. Have a strong customer service focus, collaboratively works with other to achieve service focused outcomes.
4. Knowledge of basic asset management and monitoring
5. Highly developed communication and information recording skills.
6. Knowledge of work health and safety obligations.
7. Able to manage multiple priorities and deadlines.
8. Ability to make sound judgments and demonstrate initiative.
9. Ability to work autonomously and as a member of a team.
10. Current Victorian driver's license.

PERFORMANCE MONITORING

An initial review of performance will be undertaken within **six months** of commencement, as per WHW's probationary policy and procedure. Annual appraisals and support for development will relate to the key result areas above.

REVIEW OF POSITION DESCRIPTION

This position description will be reviewed **biennially** as part of the annual appraisal process, when the position becomes vacant, or as deemed necessary.

ADDITIONAL INFORMATION ABOUT WHW

1. Aboriginal and Torres Strait Islander women and those who speak languages other than English are encouraged to apply.
2. Women's Health West is a child safe organisation and employment is subject to the satisfactory completion of a national Police Record Check and a Working with Children Check. An international police check is also required if you have lived or worked overseas for more than 12 months in the last 10 years.
3. In the context of work health and safety, all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety or that of others. All

incidents and injuries must be reported and staff must co-operate with any measures introduced in the workplace to improve WH&S.

FURTHER INFORMATION

If you have specific queries about this position please contact the Manager - BusinessSystems and Operations on 9689 9588.

To apply for this position, please send your written application responding to the key result areas and key selection criteria marked 'Confidential', with three nominated referees, including your most recent line manager to:

Recruitment
Women's Health West
317-319 Barkly Street
FOOTSCRAY VIC 3011
recruitment@whwest.org.au