

## Position Description

<b>Job title:</b>	<b>Facilities Coordinator</b>
<b>Reporting to:</b>	<b>Facilities Manager</b>
<b>Department:</b>	<b>Facilities</b>
<b>Location:</b>	<b>St Lucia</b>
<b>Direct Reports:</b>	<b>Facilities Supervisor</b>

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### Purpose of the Position

The Facilities Coordinator is responsible for the operational management of facility services for UQ Sport. This role ensures that all UQ Sport facilities maintain high standards of cleanliness, safety, and operational efficiency. Additionally, this role will manage all operational and facility-related activities, ensuring effective project management, maintenance, and contractor coordination.

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### Key Responsibilities

- Leading, developing and supporting an organisational culture of positivity, accountability and success within the Facilities team.
  - Effectively develop, manage, and schedule the daily operations of essential services, including routine maintenance and cleaning, ensuring their implementation
  - Responsible for actioning and recording all works (reactive and Preventative) utilising the systems provided
  - Manage the facilities service team for equipment set up and pack down for events.
  - Manage the purchase of necessary supplies for venues within approved budgetary constraints and ensure adequate stock levels.
  - Coordinate emergency responses related to essential services in a timely manner.
  - Reviewing and providing recommendations on external contracted services agreements.
  - Ensuring compliance with health and safety and best practice.
  - Effective stakeholder management.
  - In consultation with the Operations Manager & Client Services Manager, manage changes to ensure minimum disruption to core activities.
  - Monitoring utility usage ensuring billing accuracy and proactive issue identification.
  - Coordinate and process facilities related invoices.
  - Develop and foster a relationship with UQ Property and Facilities cleaning staff, plumbers, maintenance staff and security providers to ensure the delivery of services across all UQ Sport facilities
  - Maintaining a positive profile for UQ Sport in the wider University community
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### Essential Qualifications

- Class C Drivers License
  - Trade qualification or related trade based experience
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### Essential Experience and Skills

- A minimum 3 years' experience in a similar position
- Proven high-level operational knowledge of facilities and plant for sporting organisation and understanding of the BCA Code.

- Proven risk management experience and sound knowledge of WH&S understanding.
- Proven excellent planning, organisational and problem solving skills.
- Demonstrated high level of PC applications (Microsoft Suite) and FM Software.
- Demonstrated high level of interpersonal and negotiation skills.
- Demonstrates personal initiative and ability to work autonomously.
- Ability to delegate work, lead and motivate facility services team.
- Ability to take direction and work towards agreed goals.
- Ability to work autonomously as well as lead and be part of a diverse team

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## Essential Behavioural Competencies

- Passion for continuous learning and professional development
- Ability to develop meaningful relationships with internal and external stakeholders
- Demonstrated ability to create positive experience with customers, clients and colleagues
- Support, listen to, encourage, and collaborate with colleagues
- Consistent drive to take ownership of the position, plan and organise to deliver on promises
- Be a respectful and reliable team member
- Align behaviour with the UQ Sport values and guiding principles
- Communicate well with, and motivate your team
- Encourage team participation and performance
- Ability to professionally develop your team and provide avenues for advancement
- Initiative to identify problems and provide effective solutions
- Champion innovation, embrace feedback and strive to implement positive changes for continuous improvement
- Drive company vision, mission and business strategy within your discipline

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## Essential Health and Safety Responsibilities

- Visibly leading, modelling and communicating expected health and safety behaviours
- Communicating and consulting with workers on health and safety issues impacting the workplace
- Ensuring all workers are suitably licenced, trained and competent which also includes participating in meetings, training and other health and safety instructions
- Actively reporting workplace hazards, injuries and accidents arising from workplace activities and providing recommendations for corrective actions to prevent or minimise the chance of recurrence
- Complying with obligations under *Work Health and Safety Act 2011*