

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Building Design Standards Officer	3153
CLASSIFICATION	ANZSCO CODE
Band 7	3
DEPARTMENT	DIVISION
Property & Facilities Management	Infrastructure & Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	Phoenix Building

Position Objectives

- To develop and maintain Facility Management Building Design Standards for new construction and capital renewals,
- To review specifications to ensure conformance to Facility Management Building Design Standards,
- Work with design and construction project teams within the City of Ballarat to review plans and specifications for compliance against the Facility Management Building Design Standards and other industry codes and standards,
- Liaise with the Facility Management & Maintenance teams to continuously update the Facility Management Building Design Standards,
- Assist all internal departments with milestone reviews of all building works,
- Attend all internal departments defect inspections and handover meetings for all building works,
- Assist Building Asset Planner in developing whole of life modelling and analyses.

Key Responsibility Areas

- Development and ongoing review of Facility Management Building Design Standards based on durability, life expectancy, availability and warranties on all products,
- Work with Facilities Maintenance personnel to understand and consider general and site-specific impacts to fixtures and finishes. i.e. weather, wildlife, intended use and casual use,
- Support and advise internal departmental project team/s and identified individuals regarding infrastructure projects from project conception to commissioning to ensure appropriate fixtures and finishes are used throughout the project,
- Understanding and advising all City of Ballarat departments on compliance with contract specifications whilst continually promoting development and improvement of building assets,
- Ensuring design and construction includes agreed feature specifications to minimise future risk,
- Lead weekly meetings to review design and handover documentation against agreed standards,
- Develop, review and understand relevant strategies, policies, and plans as required,
- Assist in the management of assigned projects from initiation to completion,

From a Health & Safety perspective the City of Ballarat requires the following:

All Employees and Volunteers

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system,
- Participate constructively in all forums set up to investigate, improve or communicate safety.

REPORTS TO:

DIRECT REPORTS:

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Coordinator Projects	Nil
ORGANISATIONAL RELATIONSHIPS	
Internal: Executive Manager Property & Facilities Coordinator Property Coordinator Maintenance Facilities Maintenance Staff Staff of other Business Units	External: Clients General Public

Accountability and Extent of Authority

- To act under the general direction of the Coordinator Projects,
- To act with a degree of freedom set by internal policy, budget and City of Ballarat objectives,
- Manage internal and external stakeholders in the successful implementation of Facility Management Building Design Standards,
- Develop collaborative working relationships with other agencies and services to achieve effective role out of design standards,
- Responsible for the day-to-day decisions and actions within the parameters of the key responsibility areas,
- The accurate production of high-quality documents, reports and correspondence, utilising a wide range of Windows based applications, within agreed timeframes,
- The efficient flow of documentation and accurate information to all internal and external liaisons and clients within agreed timeframes,
- Maintain confidentiality of all relevant documents and activities.

Judgement and Decision Making

- Ability to select appropriate methods or courses of action to resolve problems and perform routine functions across the Department,
- Ability to be responsive in relation to changing needs and operate with minimal supervision,
- Ability to exercise independence in day-to-day decision making and problem solving,
- Utilise discretion and judgement to maintain confidentiality in all dealings with clients or members of the public,
- Utilise judgement to prioritise daily routine functions along with project demands to achieve work targets,
- Ensure all processes and procedures relating to the management of projects and tasks are undertaken appropriately.

Specialist Skills and Knowledge

- Extensive knowledge of building industry practices and processes,
- Understanding of building components' durability, life cycles and maintenance requirements,
- Ability to undertake building defect inspections,
- Strong understanding of the building code would be required,
- Ability to review, understand and make recommendations to construction drawings. i.e. architectural, engineering and services.

Management Skills

- Ability to plan, organise and prioritise own work to achieve work targets,

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- A basic understanding of personnel practices including those related to EEO, OHS and employee's training & development,
- Ability to use initiative in dealing with multiple/conflicting demands under minimal supervision,
- Ability to prioritise works and manage own time in a changing work environment,
- Ability to liaise with a broad range of personnel to achieve daily objectives,
- Ability to develop the use of filing and database systems and contribute to a continuous improvement in service provision.

Interpersonal Skills

- Excellent oral and written communication skills, including the ability to gain co-operation and assistance from other employees and the public,
- Ability to discuss problems and deal calmly with a broad range of stakeholders,
- Ability to maintain discretion in all dealings with confidential and/or sensitive issues,
- Ability to work as a team member including assisting other staff members.
- Ability to liaise both internally and externally for the resolution of specialist problems.

Qualifications and Experience

- Relevant tertiary qualifications with several years relevant experience in commercial building and project delivery or lesser formal qualifications with substantial experience,
- Capacity to investigate and analyse a range of complex problems independently to make an informed decision,
- Experience in conducting and reporting building defect inspections,
- Highly developed written and oral communication skills and the ability to communicate effectively with a diverse range of internal and external stakeholders.

SELECTION CRITERIA

- Demonstrated qualifications and experience as listed above,
- A proven record of being able to; manage time, set priorities, meet deadlines and work independently within established guidelines,
- Well-developed interpersonal communication and negotiation skills,
- Ability to evaluate and analyse problems and implement solutions as required,
- Experience in the management of building and construction projects,
- Knowledge of Asset Management principles and practices, particularly relating to building maintenance would be an advantage,
- Understanding of project management principles.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date:
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The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and

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linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.