



## POSITION DESCRIPTION

The University of Papua New Guinea

<b>DETAILS OF POSITION</b>	POSITION NO.: 293012
<b>SCHOOL/OFFICE:</b>	<b>CLASSIFICATION:</b>
<b>DIVISION/STRAND:</b>	<b>POSITION TITLE:</b> Buildings Manager
<b>BRANCH:</b>	<b>IMMEDIATE SUPERVISOR CLASSIFICATION &amp; POSITION:</b> Pro Vice Chancellor (Planning Development and Industrial Relations)
<b>SECTION:</b>	<b>HIGHEST SUBORDINATE CLASSIFICATION &amp; POSITION:</b>
<b>LOCATION:</b> Waigani Campus	

### ROLES AND RESPONSIBILITIES OF POSITION

#### **PURPOSE**

The Buildings Manager will have overall responsibility for the management of new, non-residential buildings at the University including the Student Services Building, the New Lecture Theatre, the School of Business and Public Policy, School of Law and, when completed, the School of Natural and Physical Sciences Building. The key objectives of this position are to ensure that all functions of the buildings are properly maintained, the premises and grounds are regularly cleaned, and to oversee space occupancy, room bookings and proper use. Health and safety issues are also a priority to ensure compliance with key legislation and regulations.

#### **MAJOR DUTIES**

1. Ensure the maintenance of appropriate records, including an up-to-date asset register which contains accurate records of the condition of the equipment and other active systems in the building facilities.
2. Create a schedule for the regular assessment of the condition of the facilities.
3. Develop policies and procedures governing the use and management of institutional assets, including preventive maintenance schedules to ensure that the assets are performing efficiently and are in good working condition.

4. Develop procedures for routine inspections and monitoring of programs to ensure that all equipment and facilities are fully functional, and to facilitate early breakdowns, damage, and other problems.
5. Develop standard procedures to assist institutions to resolve maintenance issues and train staff in the implementation of these procedures.
6. Develop procedures and schedules for regular cleaning, repair, and maintenance of the facilities.
7. Develop procedures to ensure access to back-up or alternative systems concerning common problems, such as power outages, and water shutdowns.
8. Provide oversight of all maintenance issues associated with the buildings' fabric and physical facilities, including liaison with key maintenance providers, both internal and external, to the University, and the retention of a supply of critical spares for reactive maintenance.
9. Effect the management of cleaning services in all key buildings, including the recruitment and oversight of cleaning staff, the timely ordering of cleaning equipment and materials, and the monitoring of cleaning standards on a daily basis.
10. Effect the management and maintenance of exterior facades, window cleaning, and grounds services for all key buildings including the recruitment and oversight of grounds staff, the timely ordering of gardening equipment and materials, and the monitoring of the landscape and garden standards on a daily basis.
11. Liaise with the building user representatives, as nominated by the Pro Vice-Chancellor (PD&IR), to ensure that all aspects of the buildings' operation and maintenance meet their requirements.
12. Maintain a register of occupancy of all building work spaces and, in consultation with the respective Executive Deans, allocate to staff, as appropriate.
13. Maintain, in collaboration with the relevant strands and divisions, usage statistics on teaching spaces and ICT facility spaces.
14. Ensure that all public areas are maintained at the highest standards to avoid reputational damage to the institution. This includes ensuring adequate reception facilities, public seating, student access areas, and ensuring that noticeboards are regularly cleared of out-of-date notices.
15. Undertake an audit of current safety measures in the facilities, and provide recommendations for the improvement and updates of safety procedures. Develop procedures to protect building occupants and the facilities from fire, flood, and other hazards. Prepare records and reports concerning the occupational health, risk, and safety issues of the institution.
16. Recruit facilities management staff, including preparing Terms of Reference and Scopes of Works, attending interviews, and providing training for the selected candidates to ensure competent and consistent work output.
17. Develop processes for the management and assessment of maintenance staff. Undertake an analysis of current staff knowledge and competency levels, and develop professional staff development programs, such as skills enhancement training and sessions.

18. Prepare informative, educational documents which explain Duty of Care, and proper usage and care of equipment to the end users of the facility.
19. Develop a maintenance budget and provide detailed supporting evidence to ensure that the facilities maintenance program will be allocated the appropriate level of ongoing funding.

## **SELECTION CRITERIA**

### **TRAINING LEVEL OR QUALIFICATIONS**

This position requires a person who has proven managerial, organizational, and interpersonal skills which will enable her/him to liaise and negotiate effectively with senior members of staff, as well as internal and external service providers to the University. The successful applicant will preferably be a graduate in a relevant discipline, and have considerable experience in the management of physical facilities, and the people who contribute to their good order and maintenance.

### **KNOWLEDGE, SKILLS, AND PERSONAL ATTRIBUTES**

1. Knowledge of relevant aspects of building maintenance and operations.
2. Knowledge of networks of reputable companies and utilities which can be engaged to quote for maintenance work, as appropriate, and the ability to engage with tendering and ordering processes, as required.
3. Ability to liaise and negotiate with senior staff who provide leadership for building users, including Senior Executive Staff, Executive Deans, and Directors of non-academic divisions.
4. Ability to liaise effectively with the Physical Facilities Management Division of the University which looks after all facilities that are not included in the new suite of buildings.
5. Ability to manage administrative, technical, cleaning, and grounds staff effectively.
6. Ability to create clear and concise strategic, operational plans in relation to the overall building management issues.
7. Ability to establish and maintain effective, efficient, administrative processes and procedures to ensure the smooth operation of all building maintenance and usage issues.
8. Knowledge of legislative requirements in relation to building use and maintenance, including health, risk and safety requirements.
9. Knowledge of key software packages, including Microsoft Office (Word, Excel, etc.).
10. Tertiary qualifications in Facilities Management, Project Management, and Engineering, Architecture, Construction Management, or equivalent fields.
11. A minimum of ten (10) years' project management experience gained through practical work experience in infrastructure projects.
12. Experience in managing the design and execution of complex infrastructure projects, industry procurement and scheduling, contract management, and project administration.
13. Specific experience in managing health and safety, quality assurance, risk management, and monitoring and evaluating construction programs.

14. Specific major community and government project management experience.
15. Experience in the practical procurement and project management of complex infrastructure/construction projects, including consultants, contractors, and suppliers.
16. In depth knowledge of project management systems, documents and international construction industry practices and standards, ideally including knowledge of the Australian Commonwealth Procurement Rules.
17. Experience and knowledge of managing the complete construction project cycles – particularly in relation to services implementation, coordination, and commissioning.
18. Experience in carrying out and administering cost controlling, estimating, budgeting, forecasting, subcontract claim reviews, and/or commercial negotiations.
19. Understanding and experience in applying the Australian Building Code Standards, and the PNG Building Code Standards.
20. Knowledge of and ability to execute Australian contracts; that is, AS AS4000, and AS4906.
21. A strong understanding of Papua New Guinea and the issues and challenges relating to the construction sector and associated project management.
22. Excellent interpersonal skills, including cross-cultural experience.
23. Excellent written and verbal communication skills in the English language.
24. Sound technical knowledge relating to international best practice for the management of facilities, and/or property management.
25. Sound technical knowledge of a wide range of construction and standard asset management processes and procedures.
26. Sound technical knowledge of a wide range of service engineering processes.

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**HISTORY OF POSITION – (HR DIVISION OFFICE USE ONLY)**

UPNG FILE NO.	DATE OF VARIATION	DETAILS