

POSITION DESCRIPTION

Position Title: **Assets (Facilities) Manager**
Reports To: Chief Operating Officer
Salary: \$77,854 - \$89,999 plus 10% superannuation
Terms: Full Time
Roles reporting to this one: Property Assistant, Casual staff and volunteers as required

Bundanon is located on 1,000 hectares of bush and park land overlooking the Shoalhaven River in Illaroo, near Nowra in the Shoalhaven region.

Bundanon is a unique national and international arts and education organisation situated in regional Australia. Bequeathed by artist Arthur Boyd, and home to a valuable \$46.5M art collection, the organisation creates residential learning programs for students of all ages and operates Australia's largest artist in residence program. Our distinctive public programs bring audiences together with leading artists from all fields, scientists and local voices. More detail on the history of Bundanon, its vision and program, can be found here: bundanon.com.au.

Bundanon has re-opened after a significant transformation, with the construction of a new art museum, education facilities and associated accommodation and café/dining to support a wide range of cultural, tourist and commercial customers.

The Assets Manager (Facilities) will be responsible for the management of heritage buildings and gardens, significant modern and contemporary architectural structures, roads, utilities, plant and equipment.

(Note that Bundanon refers to all the properties owned and operated by Bundanon Trust, including Riversdale, Earie Park, Beeweeree and other land holdings.)

OVERALL RESPONSIBILITIES

- Deliver, monitor and report against the asset management, heritage management and environmental management plans for the site in conjunction with all the relevant stakeholders.
- Manage the upkeep and operations of Bundanon's built infrastructure, including contemporary and heritage structures, roads and utilities.
- Manage Bundanon's fleet of vehicles, plant and equipment.
- Manage access to all of Bundanon's sites and ensure staff and visitor safety.
- Manage the budgets; supervise staff and undertake reporting procedures.
- Monitor and oversee risk management and Workplace Health and Safety procedures and practices

KEY CHALLENGES

1. To balance effective site management maintaining contemporary and heritage built and natural environmental assets and audience needs.
2. Responding effectively to natural disasters and extreme weather events.

SELECTION CRITERIA

Essential

1. qualifications in heritage and building maintenance management or related disciplines and/or extensive job related experience.
2. Demonstrated experience in and knowledge of the management of significant contemporary and heritage built assets.
3. Demonstrated experience in resource and budget management and planning.
4. Demonstrated experience in supervising and managing staff.
5. Demonstrated experience of working within a multi-disciplinary team.
6. Highly developed problem-solving, analysis, research, reporting and evaluation skills.
7. Excellent negotiation, inter-personal and communication skills.
8. Knowledge of Office 365
9. Knowledge of WH&S, Equal Opportunity, and other relevant federal and state legislation.

You will have or be required to obtain:

- A First Aid qualification.
- Current Working with Children Check.
- National Police Check.
- A current NSW Class C driver's license.
- Current full COVID19 vaccination

PRINCIPAL DUTIES AND RESPONSIBILITIES

a. Built environment, including contemporary and heritage structures, roads, and utilities

- Manage the upkeep of Bundanon's built infrastructure, including contemporary and heritage structures, roads and utilities.
- Manage Bundanon's facilities and services including roads, security, fire, hydraulics, electrical and other utilities.
- Engage relevant professionals and trade specialists to advise on and undertake required tasks.
- Ensure compliance and quality control of contractors work at all times.
- Report against the guiding documents to the appropriate Government and other authorities as required.

b. Asset management, including fleet of vehicles, plant and equipment

- Maintain a total asset management approach to the management of all Bundanon's plant and equipment.
- Maintain Bundanon's water reticulation and on site sewerage systems.
- Manage the purchase of capital items, minor plant, property items and white goods.
- Ensure all property equipment is maintained at a safe working level.

c. Site management

- Ensure that procedures in relation to risk management and Workplace Health and Safety are monitored and enacted to the highest level to maximise staff and visitor safety.
- Be the first point of call for all emergencies and alert appropriate agencies and/or attend if necessary.

BUNDANON

- Co-ordinate provision of temporary services for public access, functions and events including the management of roads, signage, car parking, rubbish removal, toilet facilities and other required services.

d. Budgets, staff and reporting

- Report on the budget management of Bundanon's assets and monitor expenditure and income.
- Supervise staff and develop schedules and work plans for property staff.
- Participate in performance reviews of relevant staff and recommend staff development opportunities.
- Contribute to Bundanon's reporting requirements for its public and private funders.
- Produce reports for Bundanon Trust Board meetings.
- Participate in the management team at Bundanon and attend staff meetings and other management activities.

g. Other requirements

- Support the mission of the Trust and Bundanon's cultural and educational programs.
- Build strong relationships with the management team, employees and external stakeholders.
- Demonstrate an ability to manage competing priorities and stakeholders.

To apply, please send a cover letter, a statement against the selection criteria listed above and a full CV including the names of three referees (referees will only be contacted after clearance with the applicant) to:

Jane Johnston

jane.johnston@bundanon.com.au

or via post to Bundanon, PO Box 3343, North Nowra, NSW 2541, Australia
by 5pm, Friday 8 July 2022.

Enquiries should be directed to:

Mark Johnson, Chief Operating Officer

mark@bundanon.com.au or (02) 4422 2100