

Facilities and Assets Manager

Position Description



Reporting Executive Director Corporate Services	Location Kalimna	Hours Full Time	Contract 12 Month Secondment	Reports No	Job Level Manager
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Role Purpose

The Facilities and Assets Manager is responsible for overseeing and managing the physical assets, facilities, and infrastructure of GLaWAC.

The primary objective is to ensure that these assets are well-maintained, efficient, safe, and aligned with GLaWAC’s goals and operational needs. A key part of this will be to effectively manage budgets, coordinate maintenance and repair activities, and implement sustainable practices.

The Role



Maintain an accurate inventory of all GLaWAC’s assets, including equipment, vehicles, and property. Develop and implement asset management policies and procedures. Monitor asset utilisation and recommend disposal or replacement when necessary.



Oversee the operation and maintenance of buildings, office spaces, and other facilities. Ensure a safe and functional work environment for employees and visitors. Coordinate cleaning, security, maintenance and other office based services as required.



Develop and manage budgets related to asset maintenance, facilities operations, and capital expenditures. Monitor expenses and identify cost-saving opportunities. Prepare financial reports and forecasts related to facilities and assets.



Promote sustainability initiatives and energy-efficient practices within facilities. Ensure compliance with state, and federal regulations related to facility management and safety. Implement and monitor environmental and safety programs in collaboration with HS&W Manager.



Maintain records and documentation related to asset management, maintenance, and facility operations. Generate reports and provide regular updates to the executive team.



Negotiate contracts and agreements to optimise cost-efficiency. Plan and deliver office relocations, expansions, or redesigns as needed. Other duties as required.



Identify and contract service providers, contractors, and suppliers for maintenance, repairs, and renovations. Ensure vendor performance meets established standards and budget constraints.



Maintain accurate records of space allocations. Collaborate with executive team to optimise office space utilisation. Plan and deliver office relocations, expansions, or redesigns as needed. Other duties as required.

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Essential Skills/Experience

- Proven experience in facilities and asset management at a managerial level.
- Knowledge of relevant regulations and compliance standards.
- Strong financial acumen and budget management skills.
- Excellent communication and leadership abilities.
- Strong attention to detail.
- Proficiency in facility management software and Microsoft Office Suite.
- Problem-solving skills and the ability to work under pressure.

Desirable Skills/Experience

- Bachelor's degree in Facilities Management, Business Administration, or a related field (highly desirable).
- Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture.

Other Requirements

- Although we may offer work flexibility to work from home, the employer can direct you to return to the office.
- Undertake duties as directed by your Manager.
- Always demonstrate GLaWAC values.
- Requirement to undergo vaccinations where applicable.
- Current Victorian Manual Driver's Licence.
- Mandatory random Drug and Alcohol Testing (Policy Agreement).
- Working With Children Check and/or Police Check.
- Other duties as required.

Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example