

# POSITION DESCRIPTION

## OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

## OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	<b>Facilities Manager</b>
POSITION NUMBER	<b>CG001</b>
LOCATION	People First Stadium
REPORTS TO	General Manager, People First Stadium
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement, AO6 Level 1
CONTACT INFORMATION	Ryan Davey – General Manager, People First Stadium Phone: 0458 266 701 Email: <a href="mailto:Ryan.Davey@peoplefirststadium.com.au">Ryan.Davey@peoplefirststadium.com.au</a>
VACANCY REFERENCE #	SQ49.26
CLOSING DATE	Sunday, 5 July 2026

## THE POSITION

The Facilities Manager is responsible for the development, procurement and delivery of the capital and maintenance programs at People First Stadium to create and maintain high quality and leading-edge facilities, to deliver amazing customer experiences and fan engagement, and enhance operational and commercial performance.

## WORK ENVIRONMENT

The Facilities Manager reports to the General Manager, People First Stadium and works closely with venue department leads and Stadium Queensland's (SQ) Assets and Facilities Unit.

This position supervises the Facilities Coordinator and is responsible for the day-to-day supervision of contractors and trades persons working at the venue.

The position requires out of normal hours and weekend work.

## ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>

## KEY ACCOUNTABILITIES

- Develop, implement and manage the effective delivery of all planned and unplanned maintenance and capital works programs for the venue.
- In consultation with the General Manager, People First Stadium and SQ Assets and Facilities Unit prepare tenders, review applications, award contracts and administer all maintenance and service agreements and contracts for the venue, reviewing these on an annual basis to ensure they are running efficiently and effectively.
- Develop and manage the annual maintenance and facilities budgets to proactively and flexibly adapt to



business priorities and requirements.

- Provide timely and concise reporting to the General Manager, People First Stadium and SQ Assets and Facilities Unit (e.g. financial KIPI for capital and maintenance programs).
- Manage the administration and maintenance of the TechnologyOne Asset Maintenance System for the venue, including the management of work orders, maintenance schedules, the asset register and the coordination of periodic asset stocktakes.
- Manage significant projects to create high quality and leading-edge facilities that deliver on the expectations of venue hirers and facilitate amazing customer experiences by working closely with SQ and internal venue stakeholders, design consultants, building contractors and service providers, including the development of specifications, scopes and implementation of the procurement process.
- Foster positive and effective working relationships with key stakeholders, including venue hirers, contractors and tenants, and communicate effectively with them to ensure high level standards of service are met.
- Provide strong leadership, development and support to the facilities team, promoting and shaping the team's culture consistent with SQ's culture, values and objectives.
- In consultation with the Events Department, arrange services, equipment and set up requirements to meet the needs of hirers and facility users to deliver amazing customer experiences and fan engagement.
- Maintain a safe environment for staff and patrons in accordance with relevant legislation, including Workplace Health and Safety and ensure project sites conform to current environmental and safety standards.
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety, equal employment opportunity, workplace harassment, bullying and discrimination.

#### **MANDATORY QUALIFICATIONS AND/OR EXPERIENCE**

- Relevant qualification or equivalent relevant experience.
- Minimum five (5) years' experience in facilities and/or maintenance management.

#### **KNOWLEDGE, SKILLS AND EXPERIENCE**

##### **ESSENTIAL**

- Experience in building services, construction and maintenance management.
- Facility Management experience working large multi-faceted facility.
- Building industry related tendering and procurement experience.
- Strong project and program management, prioritisation, and time management skills.
- Comprehensive experience in the management and use of Asset Management Systems.
- Experience in the management of service maintenance, condition-based maintenance and responsive maintenance in complex facilities.
- Demonstrated experience in the management of capital works and comprehensive knowledge of building construction principles.
- Experience in managing service and maintenance contracts.
- Knowledge of WHS Act and regulations and other building industry related legislation, codes and standards.



- Excellent communication skills and experience in preparing written reports, procedural documentation and budgeting.
- Demonstrated ability to direct, guide, motivate and delegate staff towards the timely achievement of specific goals and objectives.
- High work ethic, commitment to professional presentation, ethic practice and flexibility in the workplace.

**DESIRABLE**

- Building industry related tendering and procurement experience, including knowledge of the Queensland State Purchasing Policy.
- Knowledge of venue management systems including but not limited to, building management systems, access control systems, CCTV systems and recording media and IPTV / MATV operations.



OUR VALUES



**Enthusiasm and passion**

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



**Professional, commercial and accountable**

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



**Customer-centric, innovative and agile**

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



**Authentic, transparent and respected**

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

#### ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the People First Stadium, the successful applicant may be required to work from any of SQ's venues or offices.
- Travel inter/intrastate may require some overnight stays away from the position's location.
- This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.
- SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.
- All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.
- Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.
- All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.
- SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.
- Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.
- Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.
- Applications will remain current for a period of 12 months.
- Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.
- Applications should include a current Resume/Curriculum Vitae.



ORGANISATIONAL STRUCTURE

