

# 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>NG006</b>
LOCATION	Queensland Country Bank Stadium
REPORTS TO	General Manager, Queensland Country Bank Stadium
EMPLOYMENT TYPE	Permanent, Full Time
CLASSIFICATION LEVEL	Employment Contract
CONTACT INFORMATION	Cameron Jones - General Manager, Queensland Country Bank Stadium Phone: (07) 4722 7700 Email: <a href="mailto:Cameron.jones@queenslandcountrybankstadium.com.au">Cameron.jones@queenslandcountrybankstadium.com.au</a>
VACANCY REFERENCE #	SQ13.26
CLOSING DATE	Tuesday, 17 February 2026

## THE POSITION

The role of the Facilities Manager is to manage the delivery of the capital and maintenance programs at an operational level, providing support to venue management in the development, procurement and delivery of capital and maintenance projects and works programs. The position is required to manage the day-to-day operation and upkeep of the building management systems and equipment.

The Facilities Manager reports to the Manager, Queensland Country Bank Stadium and works closely with SQ's Assets and Facilities Unit.

The position is responsible for the day-to-day supervision of the contractors and trade persons working at the venue.

## WORK ENVIRONMENT

The Facilities Department at Queensland Country Bank Stadium is responsible for managing the delivery of capital and maintenance programs at an operational level to ensure the venue remains a world-class facility. This includes providing support to venue management in the development, procurement, and delivery of capital projects, maintenance works programs, and related initiatives. The department oversees the day-to-day operation and upkeep of building management systems and equipment, ensuring all systems function efficiently and align with safety and compliance standards.

With a focus on operational excellence and long-term asset sustainability, the Facilities Department ensures the stadium's infrastructure is maintained to the highest standards. By managing preventative and reactive maintenance, optimising building systems, and supporting the implementation of capital improvement projects, the department plays a critical role in enhancing the stadium's functionality, efficiency, and lifespan. Through its efforts, the Facilities Department ensures a safe, reliable, and well-maintained venue for all stakeholders.

## 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

- Manage and monitor the Building Management System; including but not limited to Access Control, User Maintenance, Internet Protocol Television (IPTV) System the Field of Play Lighting System, Thematic Lighting System and Energy Management Systems.
- Develop, implement and manage the effective delivery of all planned and unplanned maintenance and capital works programs for the venue.
- Manage the annual Maintenance budget and identify and prioritise any needs that require additional funds.
- Administration and Management of all service and maintenance contracts, analysis and review of these contracts on an annual basis to ensure they are running efficiently and effectively.
- In consultation with the SQ Assets and Facilities Unit prepare tenders, review applications, award contracts and administer all maintenance agreements and contracts for the venue.
- Administration and maintenance of the TechnologyOne Asset Management System (AMS) for the venue, including the management of work orders, maintenance schedules and the asset register, as well as coordinating periodic asset stocktakes.
- Liaise effectively with team members and build effective relationships with a range of stakeholders both internal and external.
- Maintain a safe environment for staff and patrons in accordance with relevant legislation, including Workplace Health and Safety (WHS) and ensure project sites, venue and event precincts conform to current environmental and safety standards.
- Project Management of significant projects working closely with design consultants, building contractors and service providers, developing specification, scopes and implementation of the procurement process.
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of procurement, workplace health and safety, security management, equal employment opportunity, workplace harassment, bullying and discrimination.

## MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

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

## KNOWLEDGE, SKILLS AND EXPERIENCE

### ESSENTIAL

- Experience in building services, construction and maintenance management.
- Demonstrated experience in Building Management Systems including but not limited to access control systems, CCTV systems and recording media and IPTV systems.



- Building industry related tendering and procurement experience, including knowledge of the Queensland Procurement Policy.
- Well-developed planning and problem solving skills.
- High level of written and verbal communication and negotiation skills.
- Strong project and program management experience.
- Comprehensive understanding and experience in the management and use of Asset Management Systems.
- Demonstrated 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 a comprehensive knowledge of building construction principles.
- Experience in the management of both service and maintenance contracts.
- Ability to lead and motivate contractors to achieve specific goals.
- Knowledge of the WHS Act and regulations, and other building industry related legislation, codes and standards.
- High work ethic, commitment to professional presentation, ethical practice and flexibility in the workplace.

**DESIRABLE**

- Experience in Energy Management Systems, Heating Ventilation Air Conditioning (HVAC), and Thematic Lighting Systems.
- Understanding of the Government's corporate governance and asset management requirements.
- Understanding of National Terrorism Plan and Australia's Strategy for Protecting Crowded Places from Terrorism.
- Experience in Workplace Health and Safety, Risk Management and incident investigation.



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 [Choose an item.](#), 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

