

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	Assistant Facilities Manager
POSITION NUMBER	4G074
LOCATION	Sleeman Sports Complex
REPORTS TO	Facilities Manager
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement, AO5 Level 1
CONTACT INFORMATION	Darryl Marien - Facilities Manager Phone: 07 3131 9620 Email: darryl.marien@sleemansports.com.au
VACANCY REFERENCE #	SQ58.25
CLOSING DATE	Sunday, 2 November 2025

THE POSITION

The Assistant Facilities Manager plays a crucial role in delivering exceptional services to the Sleeman Sports Complex. Their primary responsibility is overseeing the comprehensive maintenance programs, including preventive, condition-based, and unplanned maintenance, while also implementing and managing an efficient asset management system for the venue.

WORK ENVIRONMENT

The position reports to the Facilities Manager. The position directly supervises the Facilities Coordinator, Maintenance Coordinator (Carpentry) and Casual Administration Officer Assets. The position works closely with internal and external stakeholders including venue hirers and contractors.

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

- Assist with the delivery, development and monitoring of budgets relating to maintenance and capital works.
- Assist with procurement in accordance with SQ's procurement policies including request for quote forms, offer analysis documentation, risk assessments and contract documentation.
- Review invoices and costs associated with condition based, preventative and unplanned maintenance programs to ensure expenses are verified, appropriately allocated and within budget, in accordance with SQ's financial delegations.
- Provide quality and timely administrative support to the facilities manager including preparing reports, tenders, scope of works, offer analysis documentation and general correspondence, reviewing the updating



STADIUMS
QUEENSLAND



SUNCORP
STADIUM



PeopleFirst
Stadium

Queensland Country
Bank Stadium





polices and procedures, and records management.

- Coordinate and administer the management of SSC's assets including registering, transferring, and disposing of asset and conducting periodical stocktakes.
- Facilitate contracts induction, site access, permits, receipt of contractor risk assessments and general contractor supervision.
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety, security management, equal employment opportunity, workplace harassment, bullying and discrimination.
- Resolve issues that arise from procurement, engagement, and service delivery of contractors.

MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- A minimum of 5 years' experience in a building maintenance environment.

KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL

- Demonstrated experience in the delivery of service maintenance, condition-based maintenance, responsive maintenance and capital works in multi-purpose facilities.
- Sound understanding of building codes, and the technical aspects of building management.
- Experience managing teams from diverse trade backgrounds.
- Demonstrated experience in the management of budgets to achieve cost effective outcomes.
- High level computer literacy
- High level written and verbal communication.
- Ability to work as part of a team and supervise staff
- Strong organisational skills with an ability to prioritise and manage time efficiently
- High work ethic, commitment to professional presentation, ethical practice, and flexibility in the workplace

DESIRABLE

- Experience in the provision of maintenance for large sporting and entertainment facilities.
- Experience using the TechnologyOne Asset Management system (AMS).
- Experience in maintaining and operating pool plant
- Knowledge of Heating, Ventilation and Air Conditioning (HVAC).
- Knowledge of Fire systems



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 Sleeman Sports Complex, 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

