

# 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>Assistant Facilities Manager</b>
POSITION NUMBER	<b>3G015</b>
LOCATION	Queensland Sport and Athletics Centre
REPORTS TO	Facilities and Operations Manager
EMPLOYMENT TYPE	Permanent, Full-time
CLASSIFICATION LEVEL	Staff Certified Agreement, AO5 Level 1
CONTACT INFORMATION	Graeme Clark - General Manager, Queensland Sport and Athletics Centre Phone: (07) 3405 7501 Email: Graeme.Clark@qsac.com.au
VACANCY REFERENCE #	SQ47.25
CLOSING DATE	Thursday, 25 September 2025

## THE POSITION

The Assistant Facilities Manager provides high level services to the Queensland Sport and Athletics Centre's (QSAC) Facilities and Operations team and is responsible for managing the preventative, condition based and unplanned maintenance programs at the venue.

## WORK ENVIRONMENT

QSAC is a multi-purpose sporting venue that has world-class facilities that support high performance success, pathway development and all levels of competition whilst enabling and promoting an active community.

The Assistant Facilities Manager position reports to the Facilities and Operations Manager.

On a day-to-day basis the Facilities and Operations Coordinator, Maintenance Coordinator (Electrical) and Facilities Assistant has a functional reporting relationship to the Assistant Facilities Manager.

Out of hours work and weekend work is a requirement of this position.

## 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 and maintain positive and effective working relationships with internal and external stakeholders to ensure the effective delivery of the venue's facilities functions, ensuring a high level of customer service is delivered.
- Assist in the development, delivery and reporting of the condition based, preventative and unplanned maintenance programs for the QSAC and the Queensland State Netball Centre (QSNC) including managing service maintenance contracts and coordinating condition assessments of the venue's assets and infrastructure.
- Assist in the development, delivery and reporting of the capital programs for QSAC and the QSNC.
- Manage the onsite activities of contractors including ensuring compliance with the venue's WHS and security requirements.
- Assist in the management and administration of the venue's Asset Management System including the coordination of regular asset stocktakes.
- Assist in the ongoing maintenance and upgrades of the venue's building control systems including electronic access control, key security, CCTV, IPTV, Building Management System (BMS) for HVAC and venue lighting systems.
- Assist with the development, implementation and periodic reviews of the venue's facilities policies, procedures and plans.
- Assist with the development and monitoring of budgets relating to maintenance and capital works.
- Assist with procurement in accordance with SQ's procurement policies and financial delegations including preparing request for quote forms, offer analysis documentation, risk assessments and contract documentation.
- Review invoices and costs associated with maintenance and capital works programs to ensure expenses are verified, appropriately allocated and within budget, in accordance with SQ's financial delegations.
- Resolve issues that arise from procurement, engagement and service delivery of contractors.
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety, security management, procurement, equal employment opportunity, workplace harassment, bullying and discrimination.

## MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Minimum three (3) years equivalent relevant experience.

## KNOWLEDGE, SKILLS AND EXPERIENCE

### ESSENTIAL

- Demonstrated experience in the delivery of service maintenance, condition-based maintenance, unplanned maintenance and capital works at a multi-purpose facility.
- Demonstrated experience in the management of service maintenance contracts.
- Demonstrated experience in Building Management Systems including electronic access control, key security, CCTV, IPTV, Building Management System (BMS) for HVAC and lighting control systems.
- Sound understanding of the WHS Act and regulations, and other building industry related legislation, codes, standards and emergency procedures.
- Sound understanding of technical aspects of building management.
- Strong project and program management skills.
- Demonstrated experience in the management and use of asset management systems.

- High level computer literacy with proficiency in the use of project management, asset management and database systems.
- Strong organisational skills with an ability to prioritise and manage time efficiently.
- Ability to work as part of a team and supervise staff.
- Strong communication, interpersonal and negotiation skills.
- High work ethic, commitment to professional presentation, ethical practice and flexibility in the workplace.

**DESIRABLE**

- Relevant qualifications in a facilities management field.
- Understanding of the Queensland State Government's corporate governance and asset management requirements.
- Knowledge of heating, ventilation and air conditioning (HVAC) systems.
- Knowledge of fire systems.
- Experience in maintaining and operating pool plant.
- Experience in using the Technology One Asset Management System.



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 Queensland Sport and Athletics Centre, 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

