

Facilities Operations Coordinator

Kaupapa | Purpose

Scope: To take the lead role the supervision of Hawke's Bay facilities maintenance requests and nominated facilities operations

Reports to: Facilities Manager

Team: EIT | Te Pūkenga team

Location: Hawke's Bay Campus

Remuneration: \$

Date:

Ngā Hononga Mahi | Working relationships

Internal: Health, Safety and Wellbeing Advisor, Maintenance Contractors, Team Leader Grounds, Tairāwhiti Campus Facilities team, EIT Staff

External: External Customers such as tenants

Resource delegations and responsibilities:

Financial: Not applicable

People: General Hands x 2, Security Officer/Contractor

Ngā mahi | Do

Hawke's Bay Facilities Maintenance

- Ensure day to day facilities maintenance requests are completed within agreed time frames and to an agreed standard at,
 - Hawke's Bay Campus
 - Student Village
 - Student Flats
 - Hawke's Bay Regional Learning Centers; Maraenui, Hastings, Waipukurau
- Ensure all facilities maintenance records are up to date and appropriately filed
- Ensure all facilities statutory requirements are met, including Building Warrant of Fitness requirements
- Ensure ongoing operation of the BEIMS computer based maintenance management system
- Assist with the supervision of nominated planned facilities maintenance requirements
- Develop effective working relationships with contractors including the provision of guidance on EIT requirements and standards

Supervise Hawke's Bay Facilities Maintenance staff

- Provide day to day supervision of facilities maintenance staff
- Complete Facilities staff annual reviews when required
- Ensure Facilities staff participate in professional development and training

Coordinate Hawkes Bay Facilities operations

- Coordinate facilities operations and service work, including;
 - Supervision of day-to-day Hawke's Bay fleet vehicle operations including crash management, booking system
 - Supervision of day-to-day operations of the EIT parking system
 - Supervision of facilities security requirements, systems and operations, including CCTV network
 - Supervision of campus buildings access control system, entering of time periods, issue and return of card and key access
 - Provide after hours and weekend Campus security and maintenance response on a rostered basis
 - Supervision of Staffroom Amenities services

Oversee Hawkes Bay Facilities HSW requirements

- Ensure that staff and contractors comply with all HSW requirements and promote a safe work environment through compliance with EIT's Health and Safety policy and procedures.
- Maintain and regularly review the Hawkes Bay Facilities risk register
- Ensure Hawkes Bay Facilities standard operating procedures (SOP) are current, adhered to, and in place where required.
- Oversee and support all Hawkes Bay Facilities Contractors being compliant with H&S requirements such as prequalification, induction, safety plans for planned works and site inspections.
- Implement effective induction and task specific training, along with the records, for staff
- Ensure all facilities hazardous substances are managed in accordance with appropriate regulations and EIT procedures.
- Support the Health, Safety & Wellbeing team with biannual fire evacuation drills, remedial activities and campus incident investigations.
- Represent the wider facilities team on EIT's HSW Committee

General

- Comply with EIT | Te Pūkenga policies and procedures.
- Ensure that all facilities activities are regularly reviewed for improvement and reflect the philosophy and procedures of the Institute's Quality Management System
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the position manager.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Knowledge, Experience and Skills

- Proven leadership and project management skills essential
- Previous employment in a large organisation desirable
- Facilities management experience desirable
- Strong communication skills, oral and written essential.
- Good organisational and administration skills essential.
- A high level of computer skills, knowledge of Microsoft office suite and databases is essential

Special Aptitudes

- Able to participate fully as both a team leader and team member.
- Proven ability to manage staff and contractors
- Ability to independently plan and organise workloads.
- Ability to meet deadlines under pressure.

Personal Attributes

- Professional manner with a high degree of integrity.
- Approachable with a good sense of humour.
- Strong self-motivation and organisational skills.
- Innovative, versatile and flexible.

Qualifications

- A relevant Trade qualification is Highly Desirable
- Relevant experience in facilities management is Desirable
OSH certified training and/or industrial health & safety experience an advantage

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

Collective: Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT Te Pūkenga, employers, ākonga and their whānau.

Self-Awareness: Accept change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Contribute to maintaining a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.