



# POSITION DESCRIPTION

Position	<b>Facilities Coordinator, Hard Services</b>
Department	Operations and Experience
Agreement	<u>Geelong Arts Centre Enterprise Agreement 2021-2024 and its successors</u>
Award classification	Administration Grade 4.1
Remuneration	\$88,800 pa, plus 12% superannuation
Terms of engagement	12-month fixed term in a full time (1.0 FTE) capacity
Work location	Geelong Arts Centre, 50 Little Malop Street, Geelong Costa Hall, Deakin University Waterfront Campus, Geelong
Date reviewed	July 2025
Approved by	Chief Executive Officer & Creative Director

## ABOUT GEELONG ARTS CENTRE

We are at the creative heart of Geelong, serving as a vital artery that connects creative industries with community, bridging local stories with global thinking to deliver extraordinary experiences. As a key State cultural organization - uniquely positioned as the only regional agency of our kind - we combine high-calibre productions with deep local accessibility, creating a space where community members can be on stage one night and in the audience the next.

Through our programming spanning performance, education, commercial productions and creative development, we nurture both established and emerging artists while celebrating the diverse voices of our community. Our recently completed \$140m Little Malop Street Redevelopment marks an exciting evolution in our journey, expanding our capacity to serve as a creative hub that is profoundly local yet globally relevant. From our innovative Creative Engine initiatives supporting local artists to our dynamic performance seasons and commitment to First Nations voices, we stand as a beacon for artistic excellence and cultural connection in the G21 region.

## OUR PEOPLE

At Geelong Arts Centre, our team embodies four core values that drive everything we do. We are bold in our approach, embracing the freedom to challenge boundaries and think differently. Our welcoming spirit is reflected in genuine smiles that celebrate inclusiveness and our shared passion for creativity. We stay deeply connected by proactively engaging with arts and wider communities, facilitating meaningful exchange of ideas that enrich our cultural landscape.

Working as an ensemble, we value every team member's unique contribution as we strive toward our common purpose. This collaborative spirit extends to our commitment to professional development - we invest in structured learning pathways that help our people grow their skills and advance their careers. By bringing together diverse backgrounds, perspectives and experiences, we create an environment where creativity thrives and extraordinary cultural experiences come to life. Together, we're building a vibrant hub that connects global ideas with local stories and nurtures the artistic heart of our region.

See more in our [Strategic Plan](#).



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## RELATIONSHIPS

Reports to	Facilities Manager
Supervises	The role includes supervisory responsibilities overseeing the day-to-day prioritisation and coordination of workloads of essential services contractors.
Internal Relationships	CEO & Creative Director, Directors, People Leaders, Managers, Centre staff.
External Relationships	Contractors and consultants, community stakeholders, prospective staff.

## POSITION OVERVIEW

The Facilities Coordinator, Hard Services provides key support in the areas of essential services management, preventative and general maintenance programs, minor works projects, facilities management, safety, building security and building compliance.

Reporting to the Facilities Manager and working closely with teams in Finance, Operations and Production, this role is responsible for coordinating all routine and emergency review of plant and equipment, CCTV, HVAC Systems, Dyanalite and Integretti.

This role will supervise external ensuring Geelong Arts Centre meets all essential maintenance criteria stipulated in the two occupancy certificate requirements. As a member of the Facilities team, the Coordinator assists in the administration of the Centre's asset management procedures and contributes to Centre projects, including building projects.

## PRIMARY RESPONSIBILITIES

### People and teams

- Be an active and supportive member of the Facilities team and the broader Operations and Experience department.
- Coordinate, schedule and monitor the work of external maintenance staff to ensure compliance for all essential maintenance requirements.
- Actively contribute and develop improvement ideas in partnership with Operational Teams.

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## Facilities Management

- Contribute to the development of maintenance programs that ensure buildings, essential plant and equipment are operated and maintained according to relevant legislation, safety standards and manufacturers advice.
- Coordinate maintenance contractors, maintenance staff and activities according to the approved maintenance program.
- Ensure that the maintenance program is prioritised and communicated to maximise internal stakeholder and stakeholder satisfaction.
- Collaborate with internal stakeholders to find creative solutions in facilities support that assist in achieving programming or hirer-related deliverables as required.
- Report and track Facilities related matters with Deakin for Costa Hall, escalate issues to the Facilities Manager when required.
- Provide reporting on request of outstanding open work orders, closed orders, and spend.

## Safe Working Practices & Emergency Management

- Work closely with the Health & Safety Coordinator and other internal teams, coordinate facilities related safety and security matters, ensuring that the Centre fulfils its duty of care to all staff and visitors.
- Administer and monitor systems to ensure emergency services equipment is always maintained and functional; liaise with emergency services providers as required.
- Support contractors to meet their safety obligations through induction, safety documentation, appropriate personal protective equipment and safety equipment.
- Liaise with partner organisations, hirers and tenants to ensure that facilities related safety and compliance matters are managed appropriately.
- Act as the Facilities Operational Lead in the Centre's OHS Committee including coordination and reporting of Facilities tasks and projects in a timely manner.

## Asset Management

- Assist in the administration of the Centre's asset management procedures and processes to support compliance with the Victorian State Government's Asset Management Attestation Framework (AMAF).
- Support the implementation of AMAF compliance and improvement actions as developed and approved
- Contribute to the management and maintenance of building information including as built drawings, O&M manuals, technical information and other relevant information that is necessary to ensure the ongoing operations and support necessary for the ongoing sustainability of a major cultural facility.
- Contribute to the management of all physical building assets within the current GAC IIWG procedures and Asset Management Database
- Liaise with owners/agents including management of utilities, outgoings, on behalf of GAC including refurbishment projects as required for Telegraph Building, 22 Malop street.

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## Administration and Corporate Support

- Maintain a current register of maintenance contractors, contracts and renewals.
- Obtain quotes and assist the negotiation, development and monitoring of maintenance and cleaning contracts.
- Assist in implementing the requirements of the contract with Deakin University for the management of Costa Hall with respect to cleaning, maintenance, safety and emergency management.
- Work with new suppliers and Finance to support new supplier onboarding across all sites.

## Capital Projects

- Participate in planning for services and plant to be managed by Facilities as part of capital projects.
- Coordinate the setup of assets at point of handover in Asset Management Database
- Report defects, coordinate access and service documentation for new assets during the Defects Liability Period.

## Values, Governance, Safety & Risk Management

The incumbent shall carry out their duties in accordance with legislative and governance requirements, Centre policies, procedures and practices, safety principles, code of conduct for Victorian public sector employees, and Victorian Public Sector Values.

## Commitment to Health and Safety

- All staff are responsible for the reasonable care for their own health and safety and that of other people who may be affected by their conduct.
- Geelong Arts Centre is committed to providing a workplace that protects the physical and mental health, safety and wellbeing of our people, visitors and others who work for and with us. Our leadership is critical to promoting a safety culture that is inclusive, supportive, adaptive and free from harassment, discrimination and bullying and achieves positive safety outcomes for our people. Our executive and people leaders are responsible for providing and maintaining a safe and mentally healthy workplace culture where we take care of each other through supporting and providing a work environment where safety is prioritised.

Undertake other duties or projects as reasonably requested.

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## SELECTION CRITERIA

### Essential qualifications and experience

To be successful in this position, you will have:

- Experience in Operations, Facilities or Building management with knowledge of essential safety, security and building compliance requirements.
- Experience in Contractor Management.
- Demonstrated ability to roster, supervise and motivate a small team.
- Demonstrated understanding of the critical nature of the performance of the facility on a positive user experience.
- Proven experience and understanding of current technology, operating systems and applications; and the demonstrated ability to learn and apply new technology and systems, including upgrades and changes, within a reasonable timeframe.
- Experience in the modification of interior and exterior facilities, fittings, structure and services; plant and technical equipment upgrades.
- Proven track record of developing constructive relationships by effectively managing the competing demands of diverse stakeholders, interest groups and issues.
- Proven experience in preparing and reviewing detailed technical information such as drawings, manuals and other relevant data.

### Desirable qualifications and experience

- Tertiary qualification(s) in a relevant discipline.
- Experience in the use of facilities related systems such as BMS, Access Control, AIMS or equivalent.
- Advanced level of IT skills including Microsoft Office, in particular Excel.
- Fire Warden Training, HSE accreditation, Technical understanding of plant or equipment.

### Special requirements

- In conjunction with other Centre staff, this role will provide an out-of-hours on-call service where unforeseen circumstances require an immediate response. On-site attendance may be necessary. This includes evenings, weekends and public holidays.
- This role is rostered according to activity levels and requires flexibility in working hours to support early morning, evening, and some weekend work as part of the normal hours of duty for this position.
- The following checks, licences and certifications are required for this role:
  - Working with Children's Check (employee)

The employee must provide evidence that they hold current certifications prior to commencing employment with Geelong Arts Centre. The employee must maintain currency of these checks, licences and certifications for the duration of their employment with Geelong Arts Centre.

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## CAPABILITIES

Demonstrable behaviour, skills, knowledge and abilities in the following core capabilities:

<b>Service culture</b>	A people first attitude; considers others' perspectives in making decisions and providing consistent quality advice and service; offers solutions and strategies that best serve the stakeholder's needs.
<b>Continuous improvement</b>	Proactively improves the efficiency, effectiveness and quality of materials, processes and systems; fosters and encourages an environment in which creativity, innovation and diversity of thought are valued and rewarded.
<b>Navigating complexity</b>	Proactively and quickly makes sense of complex issues; effectively responds to difficult or ambiguous situations; making clear, well-reasoned and timely decisions that have a significant impact on the organisation.
<b>Planning and organising</b>	Plans, analyses and co-ordinates the delivery of projects / assignments while balancing priorities and resources; continually evaluates progress and re-prioritises work based on changing needs
<b>Communicating with influence</b>	Engages and energises others through confident and persuasive communication; tailors communication style and message according to audience needs.

## DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position. Its purpose is to provide an outline of scope and responsibilities, at a point in time. The scope of the role may be altered from time to time in accordance with changing business requirements.

## INSTRUCTIONS TO APPLICANTS

To apply for this role please use the [Careers](#) page of our website. To be considered for this opportunity, candidates must address the **Selection Criteria and Capabilities** requirements and follow the instructions on the Geelong Arts Centre website.