

POSITION DESCRIPTION

POSITION TITLE:	Building Services Work Coordinator
CLASSIFICATION:	AO5
DIVISION:	Support
DEPARTMENT:	Scientific Services
LOCATION:	Herston

POSITION OBJECTIVES

This position supports the delivery of world-class medical research by ensuring that building services and maintenance contracts are planned and executed as effectively as possible, with minimal disruption to research.

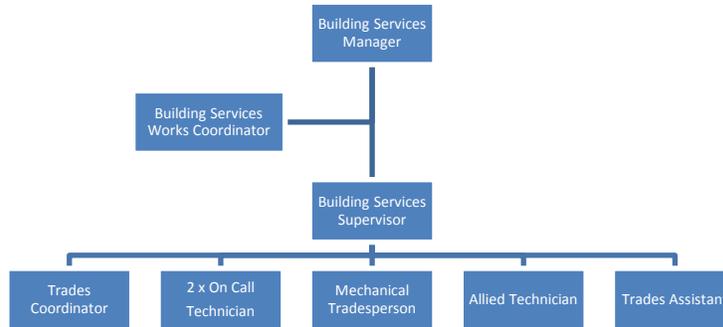
ORGANISATION CONTEXT

QIMR is a statutory body under the QIMR Act (1945). The mission of QIMR is to promote the wellbeing of humankind through medical research, to maintain within the State of Queensland an internationally recognised Centre for Medical Research, to develop that Centre as the primary focus of Medical Research within the State and to co-operate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

QIMR Berghofer Support Division includes Human Resources, External Relations, Finance & Administration, Research Support & Governance and Scientific Services. The role of the Support Division is to provide support services to QIMR Berghofer research staff to enable them to effectively conduct research and development.

Scientific Services provides a diverse array of support services to researchers across QIMR Berghofer; including flow cytometry, microscopy, histology, proteomics, GMP production, animal facilities, veterinary services, analytical facilities, sample processing services, building services, scientific equipment management, cryogenics and stores.

REPORTING STRUCTURE



PRIMARY RESPONSIBILITIES

- Provide leadership in the planning, coordination, execution, monitoring and reporting of building services and maintenance contracts for the buildings, major plant and equipment at QIMR Berghofer
- Ensure the delivery of building services and maintenance contracts supports the delivery of the institute's research goals and minimises the disruption to research
- Provide comprehensive technical advice to senior staff, QIMR researchers and other managers regarding maintenance of buildings, major plant and equipment
- Provide technical and analytical support in developing systems and policies for the acquisition, management and maintenance of buildings, plant and equipment, in line with operational and regulatory requirements.
- Ensure that building services and maintenance contracts are operating according to appropriate regulations, guidelines and standards and institute performance requirements.
- Work with the Building Services Manager and QIMR procurement team to provide expert technical information for the development, implementation and management of essential services contracts, such as HVAC Services and Fire Services.
- Assist the Building Service Manager by actively managing and analysing building maintenance service contracts to ensure value for money and effectiveness of service
- Assist in the drafting of SOP's, briefing papers and recommendations relating to Building Services works
- Work with external auditors and translate compliance reports as may be required to the site maintenance plan
- Support the Building Services Manager and Building Services Supervisor in day to day operational management as may be required
- Ensure work practices comply with the requirements of the *Work Health and Safety Act*, related legislative requirements and the Institute's WH&S policies and procedures

Additional requirements:

- Will be required to work flexibly to facilitate critical maintenance work with minimal disruptions to research
- Will be required to participate in the on-call roster

KEY SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities)

Essential

- Extensive experience in the delivery of building services, maintenance services or engineering services in a medical research, higher education, healthcare or similar environment
- Experience in a facilities management role, including the co-ordination, supervision and management of technical/trades staff and contractors
- Demonstrated ability to analyse and solve complex problems
- Well-developed emotional intelligence, with demonstrated high-level communication, consultation and interpersonal skills
- High level organisational skills and attention to detail with the ability to complete multiple complex activities at the same time
- Sound understanding of the various services within a building and the potential impact of modifications
- Sound knowledge of relevant legislation, regulations, Australian Standards and industry practices
- Ability to work autonomously with limited supervision

Desirable

- Certificate IV in a building services related discipline or equivalent