

## POSITION DESCRIPTION

<b>Position Title</b>	Manager - Asset, Facilities and Fleet
<b>Program</b>	Corporate Services
<b>Employment Status</b>	Full Time
<b>Tenure</b>	Ongoing
<b>Classification</b>	Level 7 – Pay Point Depending on Experience
<b>Position reports to</b>	Director - Corporate Services
<b>Location</b>	Thomastown

Kids First is a child, youth and family services provider and early years education specialist. We have proudly been at the heart of community care in Victoria since 1896.

Our proud history is matched with a progressive mindset as we continually deliver Australian-first and sector leading programs designed to strengthen family relationships, support healing and recovery from trauma and set children and young people up for brighter futures.

We nurture an inclusive and rewarding culture that attracts and retains talented people, bound to a common purpose. Built on our legacy of more than 125 years of community service, we actively support our people to make a significant difference to the lives of children, young people and families. Every. Single. Day

Kids First is a child safe organisation and is committed to maintaining a child safe environment for children and young people who access our services.

As an Equal Opportunity employer, we respect and value diversity and inclusion. We welcome everyone to apply, regardless of age, ethnicity, cultural background, gender, sexual orientation, religious affiliation, and physical ability. Reasonable adjustments will be made for people with disabilities where operationally viable.

### Our Purpose

Every day we will work together to improve the life trajectories of children and young people, and maximise positive outcomes for them and their families.

### Our Values

Our HEART values encapsulate the way we work together and partner with children and families to bring positive and sustainable outcomes.



**Hope**  
We believe that change is possible and achievable



**Empowerment**  
We build on people's strengths and support their ability to make positive changes in their lives



**Accountability**  
We are open and transparent in everything we do



**Respect**  
We value all people



**Trust**  
We act in an ethical, inclusive, professional and open manner

## Position Purpose

The primary purpose of the Manager - Asset, Facilities and Fleet position is to enable the organisation to meet its strategic objectives by ensuring that assets, facilities and fleet are effective and efficient in meeting the needs of the business. The focus will be to develop a national accommodation plan, optimise national fleet utilisation and oversee all aspects of contract and procurement activities for the organisation. This role is a national role and will manage Kids First's Administration team.

## Organisational Relationships

Supervisor	<ul style="list-style-type: none"><li>• Director - Corporate Services</li></ul>
Direct Reports	<ul style="list-style-type: none"><li>• Administration team</li></ul>
Internal Relationships	<ul style="list-style-type: none"><li>• Chief Executive Officer</li><li>• Executive Team</li><li>• Senior Leadership Team</li><li>• All staff</li></ul>
External Relationships	<ul style="list-style-type: none"><li>• Key Stakeholders including, third party contractors and consultants, legal, lessees and estate agents, fleet providers, insurance broker</li><li>• Professional networks</li></ul>

## Key Responsibilities

### Procurement

- Develop and implement a national standardised approach to purchasing activities and regularly review the organisation's list of preferred suppliers to ensure that arrangements in place are giving Kids First value for money
- Responsible for procurement activities nationally, including initiating internal audits as required to ensure all purchasing processes are completed in accordance with the delegations of authority and policies and procedures.
- Oversee quoting or tendering process for new suppliers, perform supplier evaluation and selection and oversee new supplier onboarding process.
- Responsible for negotiating all material procurement contracts and reviewing all draft contracts in terms of their validity and ensuring requirements are clear and achievable.
- Conduct regular supplier reviews and address any supplier performance issues using supplier management and improvement techniques.
- Responsible for managing risk, ensuring procurement risks and issues are identified, addressed and reported and, where appropriate, escalated.
- Provide regular strategic management advice to the Executive Team and SLT on matters relating to contracts and procurement activities to assist them in making informed decisions.

### Property (approximately 20 facilities)

- Develop and implement a national accommodation strategy for the growing organisation, which maximises experience for clients and staff, and provides value for money.
- Responsible for management and reporting on the organisation's property and facilities, including responsibility for all site budgets nationally.
- Manage lease negotiations and renewals, ensuring both lessee and lessor fulfill the T&Cs of the lease.
- Develop and implement a programmed maintenance schedule for properties, ensuring all buildings are fit for purpose and making recommendations for asset replacement.

- Coordinate and oversee facilities capital works, fit-outs, renovation and/or refresh, ensuring brand compliance through consultation with the Marketing & Communications team.
- Ensure completion of urgent or immediate repair works at properties, particularly those that create a safety hazard.
- Develop and maintain a national fixed asset register for the organisation which includes tracking and replacement dates for all assets.
- Engage with the Quality & Risk team to develop facilities related policies and procedures, including the provision of health & safety related equipment at all facilities.
- Engage with the Quality & Risk team and IT Team regarding emergency management and business continuity procedures, as well as physical security matters.
- Ensure facilities systems are in place that enable tracking of facility utilisation and provide the necessary reporting, e.g. for allocation of facilities costs across the business.
- Review annually the insurances in place for properties and contents to ensure that these are sufficient to protect the organisation from loss, working directly with the insurance broker to amend cover where necessary.

#### **Fleet (approximately 25 vehicles)**

- Develop a national fleet strategy which supports the objectives of the organisation, maximises experience for clients and staff, and provides value for money.
- Responsible for management and reporting on the organisation's fleet to most effectively support service delivery requirements and ensure the safety of staff, volunteers and clients.
- Be accountable for national budget expenditure in relation to fleet, as well as manage the acquisition and disposal process for vehicles.
- Implement a fleet maintenance program, including regular servicing and any urgent or immediate repairs.
- Engage with the Quality & Risk team to develop fleet related policies and procedures, including the provision of health & safety related equipment in all fleet vehicles.
- Ensure fleet systems are in place that enable tracking of bookings and fleet utilisation, and provide the necessary compliance reporting, e.g. for FBT reporting.
- Review annually the insurance in place for fleet to ensure that these are sufficient to protect the organisation from loss, working directly with the insurance broker to amend cover where necessary.

#### **Administration**

- Ensure the Administration team provides welcoming, high-quality reception services to clients and staff, and is well trained in safety procedures.
- Ensure ticketing requests are prioritised appropriately, allocated to the appropriate staff member, and completed in a timely manner.
- Ensure all facilities are clean, tidy & well maintained, and equipped with the necessary office and kitchen supplies.
- Ensure regular inspections of facilities and fleet vehicles to ensure they are safe and well maintained.
- Assist staff by providing suitable document storage solutions, both onsite and offsite, that meet legal requirements for data privacy and document retention.

#### **People Leadership**

- Provide fortnightly supervision to all direct reports in accordance with Kids First Policy and Procedures and regularly review performance.
- Engage and develop the Administration team and align to the organisational strategy and business needs.

- Develop capability within the Administration team to develop a high performing team that provides quality service to clients and staff.

#### Quality and Risk Management

- All Kids First employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety in the workplace.

### Capability Framework – key selection criteria

Formal Qualifications	Tertiary and/or postgraduate qualifications in related discipline such as procurement or asset management.
Skills & Experience	<ul style="list-style-type: none"> <li>• High level of business partnership and collaboration skills, including the demonstrated ability to engage and influence a variety of stakeholders including leadership team members, suppliers and maintenance providers.</li> <li>• Demonstrated track record and success in building a high-performance culture and team whilst fostering a collaborative environment and role modelling leadership behaviours and values.</li> <li>• Senior level negotiation and communication skills and demonstrated experience in successfully working through difficult and complex issues and negotiations.</li> <li>• Significant experience in effectively managing risk including identifying, mitigating, and presenting procurement and contractual risk in an appropriate way for different audiences.</li> <li>• Significant experience in facilitating workplace health &amp; safety and physical security as it relates to facilities and fleet.</li> <li>• Experience in implementing and utilising facilities and fleet management systems, as well as developing, implementing and improving related policies and procedures.</li> <li>• Proven track record in successfully implementing change across a complex multi-disciplinary function / organisation to improve corporate results and performance of the function and team.</li> <li>• Experience in developing, implementing and monitoring a budget and effectively managing costs.</li> <li>• Excellent written and verbal communication skills with the talent to present facts and opinions articulately, persuasively and objectively to a wide variety of audiences, including at a leadership or board level.</li> </ul>
Other Selection Criteria	<ul style="list-style-type: none"> <li>• Current Victorian Working with Children Card</li> <li>• Willingness to undertake a Police Check</li> <li>• Current Driver's license</li> <li>• A good understanding of or willingness to learn about Aboriginal culture, values and protocols and a demonstrated capacity to work in a culturally informed and respectful manner.</li> </ul>

**Inherent Physical and Psychological Demands**

Activity	Frequency – Daily Regular Occasional
Managing competing priorities	Daily
Ability to manage stress and be resilient	Daily
Computer based activities	Daily
Driving	Regular
Interstate travel	Occasional