

Project Officer - Facilities & Assets

Position Description

Position Title	Project Officer - Facilities & Assets
Responsible Council	St Vincent de Paul NSW (SVdP) NSW State Council
Reports To	Senior Operations Manager, Facilities and Assets
Base Location	Woolloomooloo and/or as required

Primary position objective The Facilities & Assets, Project Officer provides assistance with implementing, monitoring and administering project management works. This involves using recognised project management methodologies to ensure delivery of quality products within budgetary and time parameters, working on both large and small scale projects, delivery of the Capital expenditure (CAPEX) projects and rental lease management and set up.

A high regard is placed on multi-tasking and good time management skills within the Facilities and Assets Department, whilst adhering to SVdP's mission and values.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society NSW is a leading provider of community support services and works across the State in the areas of retail, homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Duties and Responsibilities

Property Management:

- Project management of the owned and leased properties within SVdP's jurisdiction.
- Ascertain the space requirements for offices within designated geographical areas, and secure suitable leased premises to accommodate the staff within tight timeframes. Where practicable, premises owned by SVdP or partners will provide suitable accommodation.
- Negotiate appropriate lease terms and conditions for new and existing leases.
- Assess the physical suitability of the properties to meet the needs of the clients and customers, including, as required, reference to compliance with Disability Discrimination Act legislation.
- Where the premises are not immediately suitable for occupation, to specify, tender and procure fit-outs, using specialist consultants and project managers, as required.
- Organise fit outs and procure furniture and equipment (including Information and Communications Technology) so that the offices are ready for occupation when required.
- Prepare Property Applications (PA), Board Papers, so that approvals for property acquisitions, major work etc. may be obtained.
- Prepare operational and capital expenditure budgets and forecasts, along with implementation and management thereof.
- Establish Asset Registers, as appropriate

Programs & Projects

- Subject to the nature of the project and as applicable, preparation of consultancy and contractor briefs; the management of consultants and contractors through rezoning processes, scope and design project and/or development, development and construction approvals, construction delivery and through to final handover.
- Defining of project scopes and preparing project programs, budgets and financial models. This includes monitoring and feasibility assessments, monthly reports, written submissions and recommendations.
- Compilation of PA submissions tender documentation for formal tender processes and/or for other less formal procurement processes; these works need to be performed in a manner that is consistent with the audit and probity requirements of the organization.
- Working with management at all levels to establish and maintain;
 - Appropriate risk management processes at all stages of project delivery;
 - Workers Health & Safety processes and procedures that are aligned with legislative WHS policies and procedure.
- Establish and maintain effective and productive working relationships with staff, stakeholders, contractors and third party agencies.
- Oversee projects and contracts within clearly defined budget requirements and monitor cash flows to ensure achievement of financial objectives and KPI's.
- Guiding and mentoring stakeholders, junior members of Facilities and Assets team, where applicable, with aim of;
 - Developing the core capabilities of the team;
 - Improving the efficiencies of the team;
 - Delivering a high level of stakeholder satisfaction.
- Ensure all staff and contractors maintain a safe working environment aligned to organizational and legislative WHS policy and procedures including adopting a risk management approach across work functions.
- Ensure that external contractors are inducted as per SVdP's contractor induction program prior to working on any SVdP facility
- Development and delivery of a detailed Project Management and handover system.
- Other related duties as directed by Senior Operations Manager, Facilities and Assets.

Financial

- Prepare project budgets, cash flows and programs.
- Maintain and manage financial documentation and systems in relation to projects and liaise with the Financial Controller in relation to relevant financial matters
- Oversee projects and contracts within clearly defined budget requirements and monitor cash flows to ensure achievement of financial objectives and KPI's.
- Ensure financial parameters are clearly defined when assuming responsibility for managing new projects.

Other Duties

- Understand and adhere to SVdP policies and procedures, mission and values.
- Foster a positive, collaborative, supportive and proactive service focused environment in line with SVdP Ethos.
- Prepare Annual CAPEX project budgets, cash flows and programs.
- Provide all teams with technical advice and onsite support
- Assist with staff education on project processes, systems and standards
- Participate in team/staff meetings and development
- Actively participate in performance reviews
- Advise manager on areas of potential risk to projects, reputation or staff well being
- Ensure appropriate risk management checks and balances are implemented
- Effectively use technology to support departments process improvement including administration of VISION

Essential Criteria

- Proven 3 to 5 year's continuous technical experience at building Project Supervision and administering levels up to projects budgets of \$15 million, including multi-storey residential.
- Suitable Tertiary qualifications in Property Management and Project Management discipline
- Demonstrated ability to deliver tendering/procurement processes
- Excellent written and spoken communication with experience in liaising with statutory authorities and local councils.
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- Proven ability on MS software skills (Microsoft Project, Excel, and Word) and other Property & Facilities Management Software systems namely VISION.
- Proven ability to operate under minimal supervision (and, where appropriate, under direction) and to act timely and prioritise effectively when managing multiple project simultaneously.
- Proven ability to operate within operational and capital expenditure budgets
- Ability to work flexible hours and in a range of locations including travel to SVdP Regional and metropolitan NSW sites as required
- Willingness to adhere to and support the Mission, Vision and Ethos of the SVdP Society.
- Current NSW Driver's Licence

Desirable Criteria

- Experience of working within a leading Project management organisation.
- Experience in the development of Project Information Systems
- NSW White Card
- Proficient in IT software such as CAD