



## **Position Description**

### **Trainee Facilities Manager**

**REPORTS TO:** Senior Regional Facilities Manager

#### **WORKING RELATIONSHIPS:**

- PAE Key Account Manager
- PAE Clients and their Personnel
- PAE Service Delivery teams
- PAE Shared Service administration teams
- Subcontractors

#### **KEY TASKS AND RESPONSIBILITIES:**

To be responsible for the delivery of facilities management services to operational and residential premises within the designated region, ensuring all plans, targets and client specific service delivery objectives are met whilst maintaining positive relationships to strengthen PAE/client partnerships.

#### **Assisting the Senior Regional Facilities Manager to**

##### **Client:**

- Liaise with client Management to ensure effective and efficient operations are maintained to deliver the contractual requirements
- Liaise with client local area management and staff (the end customer) to deliver timely services to the required the required quality
- Assist Regional Facilities Managers and Project Managers in scoping and pricing of client work requests, achieving a high level of approval success
- Foster excellent client relationships
- Monitor and manage compliance to agreed client KPI's
- Drive initiatives by identifying and implementing continuous improvement on the service delivery via the 90 Day Service Improvement Plan

##### **Subcontractor Management:**

- Manage the subcontractor delivery teams to ensure maximum productivity and effective planning of annual programmed maintenance plans and monthly maintenance schedules
- Monitor sub-contractors (and PAE delivery staff as applicable) to ensure that tasks are carried out as per scheduled maintenance specifications and complying with quality standards as per the contractual outcome statements
- Ensure the timely delivery of Building WOF compliance for all applicable premises, meeting all relevant building legislation and ongoing compliance with all Building Act and Building regulations of client premises
- Ensure that all subcontractors and their staff have appropriate security clearance to work on client sites with zero instances of security breaches of unvetted staff performing works at any time
- Proactively identify and manage subcontractor performance issues and compliance in accordance with PAE policies and procedures
- Plan, co-ordinate and implement required after hours call out response of appropriate subcontractor action and being available for escalation and management of issues as necessary
- Manage materials, subcontractors and services procurement in accordance with company procedures

##### **Management:**

- Actively participate in building a strong team working environment and promoting the positive PAE work ethic through a can-do, professional and helpful attitude
- Assist with the manage contract costs with responsibility for ensuring fiscal value to the client

**Business Development:**

- Support the Senior Regional Facilities Manager in strengthening the relationship with PAE's clients, proactively identifying any project or ongoing business growth opportunities

**Compliance, Health and Safety and Quality:**

- Maintain NZ Standards compliance requirements of the contract
- Maintain working knowledge of Codes of Practice and Health, Safety and Environmental Legislation
- Maintain a thorough working knowledge of PAE's Health & Safety Management system and actively encourage subcontractors to identify improvements in processes and procedures.
- Ensure appropriate project site safety plans are in place and implement Job Safety Analysis (SSSP) requirements to ensure all practical steps are taken to ensure safe site working conditions
- Investigate all accidents/incidents/near misses, ensuring any actions identified as a result of the investigation are implemented
- Champion and monitor Health and Safety compliance by colleagues and sub-contractors
- Co-ordinate and liaise with subcontractors to ensure safe and efficient service delivery
- Actively support all Health & Safety initiatives
- Identifies and coordinates Health and Safety training
- Ensure subcontractors comply with site specific Authorisation to Work requirements
- Ensure all plant, equipment and motor vehicles are in a safe and operational condition at all times
- Maintain a good working knowledge of PAE's Quality Management system utilising the Continuous Improvement Opportunity (CIO) system to log identified and/or suggested improvements
- Assist with providing services to other regions when other Facilities Managers are absent
- Other duties as directed by the Senior Regional Facilities Manager

**ACCOUNTABILITIES:**

- Responsible for ensuring excellence in service delivery to PAE's clients
- Fiscal responsibility to both PAE and PAE's clients
- Investigate opportunities for improvement innovations and raising with management to promote such opportunities
- Assist the Senior Regional Facilities Manager in the delivery of overall services

**GENERAL QUALIFICATION REQUIREMENTS:**

- Successful completion of the Diploma in Facilities Management or equivalent overseas Facilities Management tertiary qualification
- Excellent written and verbal communication
- Professional, self-managing, diligent approach with a can-do attitude
- Full NZ driver's licence

**DIRECT REPORTS:**

- N/A