

Position Description

Facilities Officer (Full Time) – Fixed Term

Be part of a place that values you and your capacity to care for our venue.

The Facilities Officer is the custodian of our buildings and grounds, ensuring our facilities are well maintained, excellently presented, safe, and welcoming for artists, communities, and the general public.

This role is key in ensuring our assets and infrastructure are fit for purpose and in good working order to deliver our artistic programming and other activities, while contributing to a high standard of WHS compliance and practices. The Facilities Officer works as part of the Venue Operations team to seamlessly support the operations of our venue.

Title	Facilities Officer
Reports To	Venue Operations Manager
Direct Reports	None
Key Relationships	Venue Operations team, Programming team, FCA tenants, Maribynong City Council (landlord), suppliers, contractors, and service providers.
Employment Basis	Full time. Part time 0.8 FTE at the request of the candidate. Preferred time/days: Monday – Thursday/Friday, 8.30am – 4.30pm.
Employment Conditions	Appointed for a fixed-term of two years. A six (6) month probation period applies, subject to an employment contract, which sets out all terms and conditions of employment including remuneration and superannuation. Employment is subject to a National Police Check and Working with Children's Check.
Salary	\$60,000 per year + minimum superannuation contribution
Employment Benefits	<ul style="list-style-type: none"> • Access to culturally responsive Employee Assistance Program. • Opportunities for professional development. • Positive, socially engaged work culture. • Flexible work arrangements including spread of hours and workplace adjustments including adjustments for accessibility.
Location	The position is based at Footscray Community Arts, 45 Moreland Street, Footscray (centrally located 10 minutes from Melbourne's CBD).
How to apply and closing date	Applications must include your CV and cover letter that responds to the key selection criteria on page 4 of this document. You may also prefer to submit a link to a video application (not more than 3 minutes in length). If you have access requirements to support your application, please let us know. We cannot accept late applications. Email applications@footscrayarts.com by Sunday 21 April 2024 .
Who to talk to	Name: Allie Stapleton, General Manager. Email/ phone: allie@footscrayarts.com / 03 9362 8876
Employment Values	The principles that guide our work are curation, custodianship, connectedness, and care. We actively champion cultural agency, inclusion, and access as we work towards establishing next practice ways of working. We strongly encourage applications by people from POC/culturally and linguistically diverse backgrounds, First Nations people, people with disabilities and people from LGBTQIA+ communities. We are dedicated to developing safe and flexible working environments for our team and are committed to a cultural of continuous improvement, learning and unlearning.
Acknowledgment of Country	We acknowledge that we are on the traditional lands of the Wurundjeri peoples of the Kulin Nation. We offer our respect to the Elders of these traditional lands, and through them, to all Aboriginal and Torres Strait Islander people.

Position Description: Facilities Officer (Full-Time)

Summary

The Facilities Officer is responsible for overseeing the maintenance and upkeep of the Footscray Community Arts precinct, including our heritage bluestone building Henderson House, the main Warehouse building, our carparks and grounds. This role also contributes to FCA's workplace health and safety compliance, maintains an asset register of property, plant and equipment, oversees the security of the site in collaboration with our security provider, and assists the Venue Operations Manager and the wider Venue Operations team with the delivery of artistic programming.

Working closely with our landlord, Maribyrnong City Council, and liaising with suppliers, contractors, and service providers, the Facilities Officer takes an end-to-end approach and ownership of our facilities, ensuring a high standard of safety, presentation, and functionality.

Working Culture and Attributes for Success

The Venue Operations team is the largest internal department at FCA and is responsible for the operational delivery of all our activities. As a small profit-for-purpose organization, we embrace a collaborative way of working, with a culture of support, helpfulness, and care.

We are looking for someone who is:

- **Passionate about creativity and social justice:** art can create transformative change for communities and artists historically marginalized from mainstream culture. Through your role, you'll support our organization to utilize creativity for social good.
- **An intuitive and proactive communicator:** the success of this role is underpinned by proactive written and verbal communication. You will be direct, but generous and patient.
- **An efficient, organised, systems-based worker:** we are a busy place! To manage the systems that support our operations, you will be naturally organised and always be seeking ways to improve ways of working.
- **A collaborative team player:** you can work effectively with others to achieve collaborative outcomes that deliver the best experience for artists, community, and visitors.

Core Duties and Deliverables

Focus Area	Description
Operational Planning & Delivery	<ul style="list-style-type: none"> • Support implementation of Footscray Community Arts' Strategic Plan and Disability and Inclusion Action Plan as appropriate to scope of role and areas of responsibility. • Proactively identify operational risks and escalate for collaborative solution finding.
Supplier and Contract Administration	<ul style="list-style-type: none"> • Maintain and facilitate facilities contracts, including escalating any contracts due for renewal to the Venue Operations Manager/General Manager. • Ensure contracts are fit for purpose and represent best possible value for FCA, researching alternatives where necessary. • Oversee and coordinate suppliers and trades, ensuring excellent financial administration and communication including regarding site closures, etc.

Focus Area	Description
	<ul style="list-style-type: none"> • Ensure trades and other service providers working onsite are properly inducted, supervised, and facilitated.
Security	<ul style="list-style-type: none"> • Oversee security contracts, including occasional response to out-of-hours calls for the alarm systems. • Implement continuous improvement of security across the precinct. • Maintain and keep up to date the Key and Codes Register, ensuring keys and alarm codes are issued, tracked, and returned in a secure manner. • Manage and maintain surveillance systems, including acting as the Authorised Officer for the secure and compliant recording, storage, and deletion of surveillance footage, and providing such footage to Police/Executive as required.
Stakeholder Liaison	<ul style="list-style-type: none"> • Log maintenance requests in the Maribynong City Council CRM system and follow up as required. • Liaise with MCC representatives, trades, and service providers within the scope of the role. • Act as key contact for facilities related issues with MCC including assisting with the preparation of the annual acquittal against MCC maintenance funds. • Seek advice from MCC regarding planning, heritage, and building compliance where required.
Workplace Health and Safety	<ul style="list-style-type: none"> • Contribute to FCA WHS processes and compliance, including acting as the Return To Work Coordinator for the organization. • Assist with risk assessments for events and activations, including securing relevant Council permits. • Plan and execute regular emergency drills, ensuring documentation for audit purposes. • Regularly update relevant WHS policies and procedures in collaboration with the Venue Operations Manager. • Deliver new staff site inductions, including relevant WHS training and information. • Contribute to incident reporting processes, ensuring excellent documentation, record-keeping, and follow up actions as required
Vehicle Maintenance and Upkeep	<ul style="list-style-type: none"> • Maintain FCA vehicles and ensure they are kept compliant, safe, and ready to use. • Maintain the FCA Van and ensure regular maintenance, services, refueling, cleaning, and other upkeep is completed. • Maintain other FCA vehicles, including the scissor lift. • Contribute to policies and procedures as relevant to the scope of the role. • Ensure documentation and logbooks are kept up to date.
Facilities Maintenance and Upkeep	<ul style="list-style-type: none"> • Develop an annual plan for facilities maintenance, including regular servicing, repair, and upgrades of property, plant and equipment. • Research and provide quotes, lead times, and other considerations for maintenance to the Venue Operations Manager. • Support budget tracking and reconciliation with financial administration of facilities related expenditure. • Oversee the contracted cleaning service and ensure venue is kept clean, presentable, safe and fit for use.

Focus Area	Description
	<ul style="list-style-type: none"> • Carry out ad-hoc cleaning tasks as required. • Waste management, including outdoor litter control. • Other tasks as required.
Compliance and Continuous Improvement	<ul style="list-style-type: none"> • Contribute to continuous improvement of procedures and workflows. • Ensure understanding of and adherence to FCA's policies and procedures, including compliance with these same. • Contribute to a culturally safe workplace through active participation and engagement in staff culture. • Contribute to internal incident reporting procedures and a safe environment for staff and participants. • Escalate issues appropriately and seek support as required. • Take personal responsibility for adherence to OH&S, safety and work policies and procedures.

Selection Criteria

Essential

- Strong social justice frameworks and alignment with our core values of Curation, Custodianship, Connectedness and Care.
- Demonstrated experience in identifying OHS risks, carrying out safety audits, and implementing policies and procedures to support an OHS management system.
- Demonstrated experience or understanding of facilities and maintenance in a public venue.
- Demonstrated administration skills and ability to use systems and software relevant to facilities and maintenance, for example MS Office365/Sharepoint, venue management software, WHS management software.
- Proactive, efficient and organised working style, with demonstrated ability to work in a context with a high volume of delivery, problem solve, take initiative and negotiate where required.
- Good interpersonal and relationship skills that includes working collaboratively in a team environment.

Desirable

- Experience working within the arts and community cultural environment.
- Proficiency in Momentus Priava venue management system.
- Operational IT skills, including server management and basic IT troubleshooting.
- Relevant qualifications or training in facilities management or maintenance.

About Us

Footscray Community Arts values all communities as makers of culture.

For 50 years, Footscray Community Arts has been recognised for exemplary practice in community arts and cultural development. Our year-round programs have fostered generations of contemporary arts practitioners. We are the largest arts employer in Melbourne's western suburbs – situated 6km west from Melbourne's CBD in a region comprising six local government areas with a population representing 130 distinct ethnicities speaking over 150 languages.

As an arts precinct, and through development programs and presentations, we actively work to create a place that is vibrant, culturally safe and artistically ambitious. This is led by communities whose cultural agency has not historically been seen, centred or prioritised by the creative industries.

We centre and prioritise artists and artworkers who are First Nations, people of colour, people from diaspora communities, and people who have lived experience of Disability, d/Deaf people and people from the LGBTIQ+ community.

We do this work with and for communities, to support and sustain artistic relevance and to influence a shift in who art is for and why it is important, generating social and cultural impact locally and globally.

Our Programs

Our programs and initiatives are long-term, high-impact and underpinned by our principles of curation, custodianship, connectedness and care. The way we work is built on models of community and cultural development practice, collaborative leadership and, always, with First Nations first.

Delivery Area	Description
Major Projects and Commissions	<ul style="list-style-type: none"> These ambitious projects of scale profile artists from the communities we work with, generating visitation and audience growth. Artist-led and supported by our sophisticated infrastructure and valuable partnerships, these are pivotal moments to profile ideas, conversations, and ground-breaking artistic practice.
Artist and Industry Development	<ul style="list-style-type: none"> Our immersive artist and industry development programs respond to the needs of artists and communities. We provide studio space and support for creative development, facilitate conversations, and build capacity through workshops and mentorship. These impactful programs work with artists over long periods of time, generating industry pathways and connections. Through these programs we generate sector change by enhancing the visibility of our focus communities and promote equity and cultural safety in the Australian arts industry.
Public Program	<ul style="list-style-type: none"> Built on a belief that the arts should be for everyone, these programs invite audiences to engage with accessible, fun, challenging and exciting creative experiences. This year-round suite of presentation-based programs engage audiences of all ages and demographics functioning as an easy access point for new audiences while providing income to artists from our focus communities.
Schools Program	<ul style="list-style-type: none"> The future is bright. Our schools program aims to connect students and teachers with artists, to build the next generation of leaders, thinkers, creatives and arts audience members.
Arts Operations	<ul style="list-style-type: none"> Underpinning our program's success is our versatile arts precinct, sophisticated production capability, marketing skill and operational procedures.

