



POSITION DESCRIPTION

Position: Building Compliance Officer

Department: Property & Facilities Services

Reporting to: Director, Property & Facility Services

Salary Range: Band 3 FTE \$90,514 plus 17.5% leave loading plus 11.5% superannuation

Contact: Scott Fennell – Director, Property and Facilities Services
Phone: (03) 8341 0956

Date: July 2024

POSITION SUMMARY

The purpose of this position is to work proactively to ensure that the facilities and infrastructure services are all maintained to required standards, including compliance requirements with the Annual Essential Safety Measures program, Building Compliance Audit (BCA), Mechanical and Fire Services. The position will also manage the College's Emergency Management and Critical Incident systems, including training and reporting. This position is an integral member of the Property and Facilities team and must work collaboratively and flexibly to meet team objectives. This includes support to the Director of Property and Facilities and working alongside the Facilities Operations Manager.

SELECTION CRITERIA

Essential:

1. A relevant qualification and/or considerable industry experience in building and facilities compliance and auditing.
2. Experience in the management of Emergency Management Plans and facilitation of training programs.
3. Demonstrated experience in the application of BCA, risk management, OHS, fire services and administration.
4. Experience in Annual Essential Safety Measures (AESM) compliance.
5. Understanding and application of regulatory/statutory and compliance requirements.
6. Excellent interpersonal and communication skills (written and oral) with the ability to build strong relationships with internal and external stakeholders.
7. Strong organisational and time management skills with ability to prioritise competing demands and tasks in order to meet deadlines.
8. Ability to work autonomously, as well as flexibly, within a team environmentAn interest in and desire to contribute to the educational vision, values and planning and strategies of the College.
9. An understanding of Equal Employment Opportunity, and commitment to equity and cultural diversity.





KEY RESPONSIBILITIES

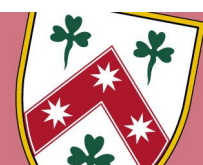
- Ensure ongoing compliance in relation to all programmed and reactive maintenance in relation to fire services, mechanical services and other compliance related services, and work with the PaFS operational team to meet this responsibility.
- Administration relating to all compliance related activities.
- Oversight of the contractor induction program.
- Management of Annual Essential Safety Measures program, which includes equipment compliance, BCA, Mechanical, OH&S and fire services, annual testing and tagging and health department requirements.
- Develop policies and procedures in relation to Safe Work Practices and Compliance and review existing policies for currency every second year.
- Maintaining Asbestos, MSDS and Hazmat register.
- Preparation of monthly risk reports.
- Provide assistance to the College OHS Coordinator to assist in hazard investigation and resolution
- Management and upkeep of all Fire, Emergency and Critical Incident Management Plan systems including Evacuation and Block plans, including Secretary to the Emergency Planning Committee, staff training and physical evacuations.
- Implement improvements in relation to building/property compliance, which may enhance or impact on the development and delivery of service and ensure Trinity College's policies and practices are aligned.
- Management of all compliance requirements for all Trinity College properties regarding legal, regulatory and statutory requirements.
- Manage annual and other mandatory inspections and audits of all building assets and help develop work schedules, technical specifications and costing for repair and maintenance by internal staff and external contractors.
- Annual review and ongoing management of essential maintenance contracts including Fire and Mechanical services.
- Participate with Property and Facilities Services Manager in the annual budget preparation process where required in relation to regulatory and compliance obligations.
- Process and approve invoices within delegation and responsibilities.
- Assist the Facilities Operations Manager with the development of business cases to the Senior Management Team and relevant Governance bodies as required.
- Provide monthly operational reports to the Director of Property and Facilities Services.
- Provide reports related to Emergency Management and Critical Incident Management to the Emergency Planning Committee and other groups as required.

Further Information:

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

CHILD SAFETY

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children, and to providing a culturally safe and inclusive environment for those from diverse backgrounds.





OCCUPATIONAL HEALTH AND SAFETY (OHS)

All staff are responsible for safe work procedures and instructions.

All Employees must:

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.

TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

