



**BANKSIA  
VILLAGES**

**BROULEE**

## **POSITION DESCRIPTION**

### Refurbishment Coordinator (FTE 1.0)

#### **1. POSITION OBJECTIVES**

The objective of the Refurbishment Coordinator (RC) is to coordinate the scheduled and emergent refurbishment works within Banksia Villages.

#### **2. SCOPE**

RC is required to coordinate refurbishment works in accord with approved budgets and schedules and at the direction of Maintenance Manager (MM).

#### **3. REPORTING**

The RC reports to the Maintenance Manager (MM).

#### **4. DUTIES & RESPONSIBILITIES**

##### 4.1 Refurbishment Planning

###### Main activities

- Participate in the planning and schedule (timeline) preparation of refurbishment works.
- Source quotes for refurbishment works as directed.
- Compile information and provide to management.
- Source/order materials required for items to be supplied by Banksia.
- Prepare scope of works for trades.

##### 4.2 Refurbishment Coordination

###### Main Activities

- Coordination of external trades and suppliers in order to meet project timeline.
- Site induction of external trades.
- Maintain effective communication with external trades throughout refurbishment works.
- Oversee progress and quality of refurbishment works at site level.
- Update project schedule (timeline) registers and communicate/circulate.
- Effectively communicate and update Management throughout refurbishment works.
- Ensure any impact to schedule, budget or safety is reported to Management.

#### 4.3 Refurbishment Works

##### Main Activities

- Participate in refurbishment works as operationally required and within employee skill level.
- Use light equipment, tools and machinery.

#### 4.4 General Duties

##### Main Activities

- Attend team meetings and contribute to group discussions and reviews.
- Provide friendly, courteous and professional service to residents.
- Participate in general maintenance duties as requested from time to time in accordance with the scope of the position, operational requirements, employee's skill level and classification under the relevant Award or Agreement

### 5. KNOWLEDGE SKILLS & ATTRIBUTES

#### 5.1 Knowledge

- Basic knowledge of planning, scheduling and coordinating works.
- Sound knowledge of general building functions and/or maintenance functions
- Knowledge and appreciation of Work, Health and Safety principles and procedures particularly as it relates to worksites.

#### 5.2 Skills

- Ability to use spreadsheets (Excel)
- Ability to use industry specific programming software
- Ability to use tools and equipment associated with works described in Item 4
- Ability to communicate well with others, work independently and as part of a team.
- Ability to prioritise, delegate, effectively coordinate others and work to a deadline.

#### 5.3 Attributes

- Honest, trustworthy and reliable
- Friendly, positive and willing to engage with customers (residents) and colleagues
- Reliable, punctual and well presented
- Highly organized and systematic approach to tasks and projects.

### 6. QUALIFICATIONS, EXPERIENCE & OTHER REQUIREMENTS

#### 6.1 Qualifications

- Year 10 certificate (desirable)
- Trade Certificate (desirable)

## 6.2 Experience

- Minimum 2 years experience in a relevant trade, trade support, building maintenance or project coordination role (preferred)
- Demonstrated ability to organize tasks and activities in context of an approved plan (essential)

## 6.3 Other Requirements

- Successfully pass a National Police Check and maintain professional suitability
- Successfully pass a physical assessment and maintain ability to perform inherent duties of the role.
- Drivers Licence

## 7. WORKING CONDITIONS

### 7.1 Hours of Work

80 hours per fortnight (with one RDO per month)

Indicative days and hours of work are;

|           |             |
|-----------|-------------|
| Monday    | 0700 – 1530 |
| Tuesday   | 0700 – 1530 |
| Wednesday | 0700 – 1530 |
| Thursday  | 0700 – 1530 |
| Friday    | 0700 – 1530 |

Hours and days of work are subject to change in accordance with operational requirements.

### 7.2 Award/Industrial Instrument

Remuneration and working conditions will be in accordance with the Banksia Village NSWMA and HSU Enterprise Agreement 2023. The following classification applies;

Minimum pay rates:

| Classification                                  | First pay after 1/7/2024 |
|---|--------------------------|
| Aged Care Employee – Clerical Support - Level 5 | \$31.93                  |
| Age Care Employee – General Services (Trade)    | \$31.91                  |

This is a permanent full-time position.

Salary packaging arrangements (immediately) and meals and entertainment benefits (after 3 months completed service) are available for this position.

## 8. PERFORMANCE MANAGEMENT

Performance management is a critical component in aligning individual performance and behavior with company goals and values. Performance management sessions allow a formal and objective opportunity to communicate on all matters relating to the position. This process provides the employee with feedback on individual performance and allows an opportunity to communicate directly with management.

See the performance management policy for further information on the objectives of performance management and the process that is followed.

### **Performance Measurement**

The following table lists the key areas of performance that will be assessed.

| <b>Key Performance Area</b> | <b>Key Performance Indicator</b>                                 | <b>Example</b>   |
|-----------------------------|--|--|
| 1. Planning & Budgeting     | a. Participation in planning refurbishment works                 | The ability to actively contribute and participate in the planning and scheduling of refurbishment projects.   |
| 2. Project Coordination     | a. Schedule contractors and suppliers<br>b. Project Coordination | The ability to schedule contractors and suppliers in order to meet project timeline.<br><br>Ability to effectively coordinate communication and delivery of works to contractors and suppliers.<br><br>Ability to coordinate onsite operations ensuring project is delivered on time at the quality expected by Banksia. |
| 3. Refurbishment Works      | a. Conduct refurbishment works                                   | Ability to use light tools and machinery and willingness to conduct works where required.  |
| 4. Employee behavior        | a. Attendance and reliability<br>b. Teamwork                     | Extent to which the employee has maintained good attendance, been reliable and punctual.<br><br>Extent to which the employee has contributed to the output and performance of the team and level of willingness to respond to and support others.  |

|  |                   |  |
|--|-------------------|--|
|  | c. Company values | Extent to which the employee has embraced and behaved in accordance with company values.                                       |
|  | d. WH&S           | Extent to which the employee has acted in accordance with common and organizationally specific WH&S principles and procedures. |

**Assessment**

File notes will be recorded (for good and poor performance) throughout the assessment period and referred to when the formal assessment is completed. Only a member of management may complete a file note relating to this position.

Assessments will be conducted by MM and will be reviewed by HRM. The review meeting will be conducted in accordance with approved policy.

**Review Cycle**

Performance will be reviewed after an initial period of employment of 3 months, 6 months then at 12 month intervals.

**Self-Assessment**

Self-assessment will be requested if deemed required by management.

9. **REVIEW**

This position description is a working document and is subject to continual review. The employee will be involved in any review process and entitled to contribute to and/or question any proposed changes before implementation.