

Facilities Lead

Title: Facilities Lead	Reporting To: Building & Facilities Manager
Business Unit: Facilities	Classification: Grade 5
	Review Date: August 2025

Position Purpose:

The Facilities Lead role is to manage onsite building operations at the Royal Dental Hospital of Melbourne (RDHM) and the Corporate Services Building (CSB). This will include programmed maintenance, repair maintenance and minor works. Building management includes plant equipment, buildings and grounds.

Oral Health Victoria (OHV and formerly Dental Health Services Victoria) is the leading public oral health agency in Victoria. We aim to improve the oral health of all Victorians, particularly vulnerable groups, and those most in need. OHV is funded by the State Government to provide clinical dental services to eligible Victorians. As trusted advisors in public oral health policy and program and guideline development, we continue to contribute to improving oral health in our communities.

Role Accountabilities:

Role Specific:

- Provide advice on programmed and repair maintenance procedures ensuring compliance with building regulations and essential safety measures.
- Ensure maintenance activities are scheduled according and manage in house and contracted staff to complete maintenance tasks in a timely manner.
- Oversee essential service audits and risk management programs to ensure the achievement of required quality, statutory and performance standards.
- Lead emergency management procedure adherence, implement and maintain measures to ensure compliance to building services, cleaning and security services.
- Undertake minor project works and manage them from procurement to delivery including handover and defect management
- Contribute to the formulation, implementation and ongoing review of induction training in building services for Facilities staff and contractors
- Liaise and build relationships with stakeholders to ensure effective and proactive communication on building operations matters
- Allocate work, manage, lead and guide the facilities operations team to ensure related technical and administrative tasks are carried out effectively and efficiently, in a timely manner
- As directed, undertake other relevant tasks as per the needs of the business operations to ensure reliable building operations

Generic:

- Model behaviours that demonstrate the Victorian Public Sector and OHV values in all aspects of work.
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality.
- Demonstrate and promote a proactive commitment to health & safety, wellbeing, and the environment by actively participating in the ongoing identification of risks.
- Maintain patient privacy and confidentiality in accordance with organisational procedures and policies.
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Maintain a commitment to child safety, equity and inclusion, and cultural safety.
- Adhere to the OHV Child Safety and Wellbeing Framework and Code of Conduct and all other child safe policies and procedures.

Role requirements:

<p>Knowledge:</p> <p>Mandatory</p> <ul style="list-style-type: none"> • Qualification in Building Management, Engineering or other related field. • Proven experience in a Building / Facilities Management role • Knowledge of customer service principles and practices • Advanced Microsoft Suite skills • Knowledge of building services, soft services (cleaning and security), procurement, project management principals, building regulations and essential services <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of OHV, Public Oral health and overall health sector • Understanding of oral health terminology • Experience in the health sector and government legislation regulations and policies 	<p>Experience:</p> <p>Mandatory</p> <ul style="list-style-type: none"> • Strong experience in relationship building, collaborating and managing expectations of key stakeholders • Willingness to learn • Excellent verbal and written communication skills and the ability to liaise effectively with all stakeholders • Experience in working under pressure, coordinating multiple tasks within timeframes and achieving SLA targets • Customer service skills and the ability to work with diverse stakeholders and manage critical business relationships • Experience in managing and resolving customer queries and issues • Meet 100% accreditation of infrastructure related compliance requirements • Timely and accurate reporting on asset management activities • Experience with budgets and reconciling invoices against purchase orders <p>Desirable</p> <ul style="list-style-type: none"> • Experience working within a public health sector and a government organisation
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