

WORKING TOGETHER FOR BETTER ORAL HEALTH



Director of Building Services Management

Title: Director of Building Services Management	Reporting To: Chief Financial Officer
Business Unit: CFO Portfolio	Classification Level: Health and Allied Services Manager and Administrative Workers Grade 7 (HS7)

Position Purpose:

The Director of Building Services Management is a position within the portfolio of the Chief Financial Officer (CFO) that provides leadership, vision, and direction to Dental Health Services Victoria's (DHSV) Technical Services, and Facilities teams.

The position is responsible for the oversight of operations within the facilities, and technical services departments as well as planning, development, and delivery of DHSV's Infrastructure services including capital projects and the provision of capital project planning to support our community oral health agency network. Other responsibilities include master plan development; management of key contracts and relationships; and emergency management and response ensuring the delivery of services align to DHSV's overarching organisational business strategic priorities.

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Relationships:

Reports to	Chief Financial Officer
Direct Reports	Manager, Facilities Manager, Technical Services Project Manager – Capital works
Peer relationship within team	Director, Procurement Financial Controller Director Governance, Legal, Audit, Risk and Compliance
Internal key stakeholder relationships	RDHM Management Team Finance Team
External stakeholder relationships	Victorian community oral health agencies Key suppliers

Role Accountabilities:

Role Specific

- Provide leadership to the Infrastructure teams including capability development, work allocation, process improvement and managing all expected team outputs in line with the needs of DHSV.
- Promote continuous improvement within the Infrastructure function by emphasising high levels of efficiency and productivity and encouraging appropriate delegation and responsibility to all staff.
- Actively support and promote DHSV's Infrastructure programs in order to ensure responsiveness, accessibility and accountability of services delivered.
- Ensuring timely and effective delivery of capital works and operational projects through good planning, effective monitoring, and reporting.



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- Planning, leading, and directing operations of the Infrastructure function within approved budgets and policies.
- Contributing to the process of forward planning through the development and achievement of planning goals and objectives determined by DHSV.
- Preparing annual capital and operating budgets for the Infrastructure function for consideration by the Chief Financial Officer.
- Actively overseeing DHSV's Emergency management and response responsibilities.
- Oversee the integrity of the organisation asset management program.
- Establish and manage key infrastructure contracts resulting in collaborative and strategic stakeholder relationships that deliver optimal value
- Oversee the improvement of DHSV's infrastructure through robust engineering, planning principles and utilising all available service history and condition data to ensure facilities are safe, sustainable, and fit for purpose.
- Ensure compliance with DHSV's and applicable Victorian Government policies, procedures, and legislative instruments.

Generic:

- Provide effective leadership, management and talent acquisition, succession planning and talent development within the team. This includes coaching and partnering with direct reports to build and implement myDevelopment initiatives regarding development plans and conducting performance feedback discussions.
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Ensure all new hires within the team participate in all induction activities including completing all compliance eLearning across their 1st 90 days.
- Demonstrate and promote a proactive commitment to health & safety, well-being, and the environment by actively participating in the ongoing identification and prevention of risks.
- Model behaviours that demonstrate the Victorian Public Sector and DHSV values in all aspects of work.
- Maintain patient privacy and confidentiality in accordance with organisational procedures and policies.

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Role requirements:

Knowledge:

Mandatory

- Tertiary qualifications Infrastructure and Construction. Management, Engineering, or a related field with a strong background in mechanical engineering.
- Knowledge of project or program management.
- Strong knowledge of Microsoft suite.

Desirable

- Knowledge of DHSV and public oral health.
- Understanding of oral health terminology.
- Knowledge of key market drivers, industry players and latest developments in the health industry and its impact to the organisation.

Experience:

Mandatory

- Strong experience and expertise in managing Infrastructure functions.
- Experience in shaping business direction to ensure long term business sustainability and growth outcomes across a portfolio of products and services.
- Worked as part of a senior leadership team, setting direction and leading business performance at an organisational level with regular interaction at the Executive and Board level.
- Experience in the development and management of operational budgets.
- Experience in managing multiple priorities in a fast-paced environment.
- Developed verbal and written communication skills and the ability to liaise effectively with all stakeholder levels.
- Experience in managing and resolving customer queries and issues.
- Strong experience in relationship building, collaborating, and managing the expectations of key stakeholder groups whilst providing an outcome that benefits the organization.



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	Desirable <ul style="list-style-type: none">• Experience within public sector or strongly regulated industries, particularly in highly structured and process driven entities• Experience in a public health sector environment.
Behavioural competencies: <ul style="list-style-type: none">• Navigating Politics• Customer Focus• Emotional Intelligence• Setting Healthcare Business Strategy• Passion for Results• Cultivating Clinical and Business Partnerships• Selling the Vision• Leading Change• Building Healthcare Talent• Seizing Market Opportunities• Business Savvy	Personal Attributes: <ul style="list-style-type: none">• Leads with humility• Flexible and change agile• Courage• Passion for results• Empathetic and inclusive• Collaborative team player• Highly organised and a self-starter• Authentic and emotionally intelligent

