

Building and Facilities Coordinator

- **Reporting To:** Facilities Lead
- **Direct Reports:** Nil
- **Business Unit:** CFO Portfolio
- **Enterprise Agreement:** Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) EA
- **Classification:** Grade 3
- **Review Date:** 10/07/2026

Position Purpose:

The role of the Building and Facilities Coordinator is to ensure a safe, efficient and fully functional environment for our patients, staff and students within the Royal Dental Hospital of Melbourne (RDHM) and Corporate Services Building (CSB). This includes daily building operations, maintenance tracking and contractor management. Your role reports to the Facilities Lead in the CFO Portfolio and is part of a multi-disciplinary building and facilities management team. The is a hands on role, acting on matters like HVAC, mechanical, electrical, fire, hydraulics and other building services and essential plant and equipment critical to business continuity.

Our Organisation:

Oral Health Victoria (OHV) is the leading public oral health agency in Victoria. We aim to improve the oral health of all Victorians through the provision of clinical dental services, leading of prevention and population health programs, contributing to policy and research, and partnering with communities and organisations across Victoria.

Our Values:

We are Accountable | We are Respectful | We are Collaborators | We are Innovators

Role Accountabilities:

Role Specific

- Develop and maintain preventative and reactive maintenance and compliance schedules (end to end) for RDHM and CBS buildings, plant and equipment
- Schedule, and dispatch internal maintenance technician or external trade contractors for repairs and maintenance
- Conduct daily routine building walk throughs to identify ongoing maintenance needs and safety hazards
- Coordinate regular testing of critical building and plant infrastructure and equipment
- Induct, scheduling and coordinating contractors; understand and follow WHS procedures. Oversee onsite contractors works to ensure adherence to safety requirements, service level agreements for maintenance
- Maintain up-to-date work order data and compliance documentation such as service documentation and certification. Ensure all maintenance activities, compliance checks and contractor interactions are documented accurately and stored in accordance with organisational policies
- Coordinate regular testing of critical building and plant infrastructure and equipment
- Prepare purchase order reports as required by the Facilities Lead and Manager and assist in tracking operational expenditures and forecasting upcoming repair costs
- Generate regular metrics on work order response time, recurring building and plant issues and utility consumption for weekly Toolbox meetings
- Identify emergent management response activities and minor projects
- Undertake duties as directed by the Facilities lead and / or Manager, ensuring timely and effective execution in line with operational priorities
- Proactive approach to continuous improvement, suggesting better or improved ways of working
- Undertake other reasonable duties as requested, ensuring effective and timely completion

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
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the work environment by actively participating in the ongoing identification and prevention of risks.
- Maintain client privacy and confidentiality in accordance with organisational procedures and policies.
- Maintain a commitment to child safety, equity and inclusion, and cultural safety
- Adhere to the OHV Child Safety Framework and Code of Conduct and all other child safe policies and procedures.

Role Requirements:**Knowledge:****Mandatory**

- Tertiary qualification or Trade qualification in Engineering or Mechanical Engineering
- Strong organisational skills with a proven ability to communicate clearly with internal and external stakeholders e.g. Senior managers, directors, tenants and technical contracts
- Understanding of technology
- Excellent knowledge and use of standard software such as computerised asset and maintenance management systems, MS Office.
- Satisfactory working with Children's Check (Vic) *if applicable
- Valid Police Check
- Vaccination requirements as required by the Department of Health guidelines, including COVID19

Desirable

- Knowledge of OHV and public oral health
- Knowledge of public health and government health services legislation, regulations
- Understanding of principals behind detailed design

Experience

Mandatory

- Minimum of 3 years' experience in facilities coordination, project management or a high-volume building operations role
- Experience in with stakeholders with a focus on relationship building, collaborating and managing the expectations of key stakeholder groups and providing an outcome that benefits the organisation
- Experience in gathering information from a range of sources, and a track record in problem resolution
- Experience in managing multiple priorities/projects
- Experience in working well under pressure and with minimum supervision and coordinating multiple tasks

Behavioural Competencies:

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|------------------------------------|---------------------------|
| • Aligning Performance for Success | • Customer Focus |
| • Building Trust | • Decision Making |
| • Coaching | • Gaining Commitment |
| • Collaboration | • Planning and Organising |
| • Continuous Improvement | • Quality Orientation |