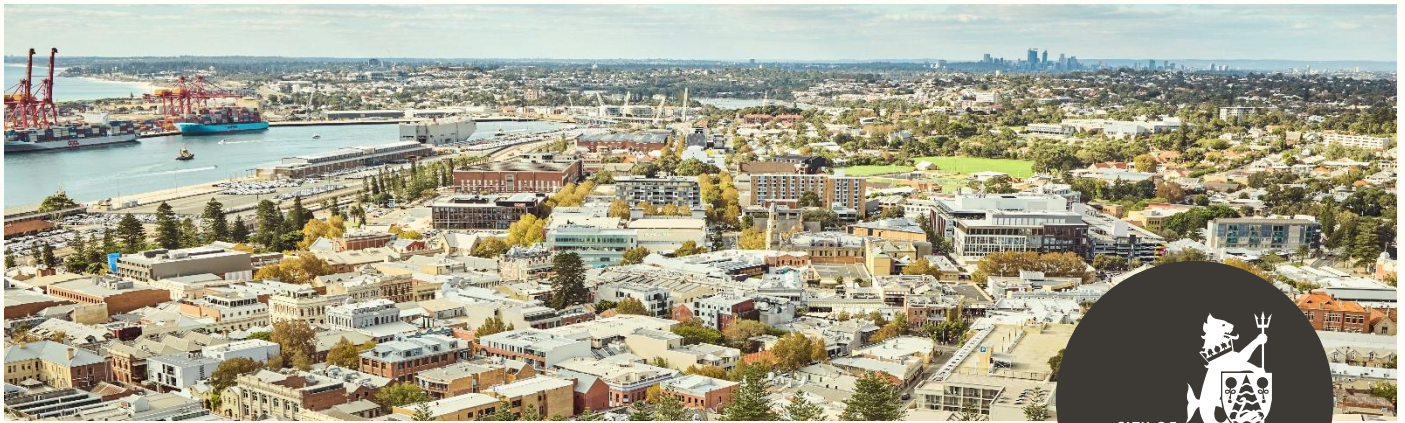




Manager Projects and Facilities

Fixed term 5 years full-time

Competitive Salary from \$160,000 per annum + 12% super

Benefits

- **Leadership role**
 - **Community focused outcomes**
 - **Health and Wellbeing program**
 - **Access to Fitness Passport**
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Organisational Overview

The City of Fremantle is a vibrant and forward-thinking organisation where we believe in empowering our people to think outside the square and explore ideas that make a real difference in our community.

The City is committed to serving our community and making a positive impact on our environment. We aim to do this through our culture, whereby we take ownership, bring creativity and innovative thinking, collaborate to create better outcomes, and celebrate our collective success. We are committed to reducing paper and going digital to reduce our environmental impact and improve access and efficiency.

Join a hands-on team shaping the future of Fremantle's buildings and assets. At the City, you'll be trusted to deliver real results; balancing practical infrastructure with community-focused design. We support technical rigour, creative problem-solving, and compliance that adds value (not red tape).

The City of Fremantle is currently seeking to appoint a Manager to lead our Infrastructure Project Delivery team and our Buildings and Facilities team. This is a key leadership opportunity which will make a real difference to our community.

The City is committed to increasing the representation of First Nations people in its workforce to support the needs of the diverse community. This opportunity is offered in accordance with section 51 of the Equal Opportunity Act 1984 and First Nations candidates who meet the selection criteria for this role will be prioritised for consideration.

Key Responsibilities

- Lead and represent the City's capital portfolio, Project Management Team and Project Management framework to deliver quality projects, including capital, planned and maintenance programs that achieve the required service levels, budget, targets and project timeframes.
- Lead in the development of enhanced / best practice Facilities Management across the City's building assets; to include the implementation of suitable programmed works in accordance with good asset management practice and operational management requirements.
- Enhance facility and asset performance through the delivery of environmental and sustainable initiatives and the integration of sustainability principles into planning, procurement, decision making and project delivery.
- Ensure the successful delivery of projects and procurement activities through the effective management of consultants, contractors, staff, tender processes and contractual obligations in accordance with legislative requirements.
- Build and maintain strong stakeholder and community relationships through proactive communication, engagement and education that supports service delivery outcomes and organisational objectives.

To be considered for this position, you will need

- An appropriate tertiary technical qualification in building / engineering (mechanical/electrical) services / project management, environmental sustainability services, or a related and relevant field.
- Advanced technical knowledge in building / facilities management and services in infrastructure engineering / technical environments, including sound knowledge of asset management principles, lifecycle planning and maintenance strategies.
- Extensive experience in delivering infrastructure project management, including preparation, coordination, and management of infrastructure projects, works programs and budget management, contract management, procurement processes and tendering practices.
- Excellent communication skills, collaboration, decision making skills, encompassing inter-personal, liaison, negotiation, consultation and presentation skills coupled with the ability to analyse, evaluate and solve complex problems and motivating staff to deliver exemplary service.

The City of Fremantle promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. The City encourages people of all ages, genders, and abilities, Aboriginal Australians and people from culturally diverse backgrounds to apply for this job.

If you have any access needs that may require reasonable adjustments to allow you to fully participate in the application and interview process, please get in touch with the contact below. If you are an Aboriginal person or a person with a Disability who would like assistance with your application, please contact the Jobs and Skills Centre on 136464.

Application Instructions

Click Apply to be directed to our website and submit your application. Navigate to Job Attachments to view position description and Application Instructions.

Applicants should provide a current curriculum vitae and a two-page (maximum) cover letter in .pdf format. You do not need to address the selection criteria. Your CV and cover letter should demonstrate how your skills and experience make you a suitable candidate for the advertised position. The estimated closure date is **5pm on Sunday October 18** but we reserve the right to close the ad prior to this date.

To discuss this opportunity in more detail please contact **Graham Tattersall on 0417 934 199**.

Applicants must have the right to work in Australia.

The City of Fremantle acknowledges the Whadjuk people as the Traditional Owners of the Walyalup/Fremantle area, and we recognise their cultural and heritage beliefs are still important today.