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Success Profile Pack

Newcastle Airport
Facilities Manager

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Position Title:	Facilities Manager
Reports to:	Executive Manager Operations
Direct reports:	Maintenance Officer
Review date:	March 2022

Position objective

The role of the Facilities Manager is to manage and coordinate the Newcastle Airport asset maintenance system and manage minor projects for all Newcastle Airport assets and infrastructure including preventative and corrective repairs, and the development of preventative and reactionary maintenance programs.

The Facilities Manager reports to the Executive Manager Operations, and with the support of contractors and other staff is to maintain an agreed quality standard of the Airport's assets, infrastructure and equipment ensuring the safety of all persons who utilise the airport.

Newcastle Airport's Values

TRUST - always acts with integrity

ENGAGED - passionately exchanges thoughts and ideas to generate an actively creative environment

COMMITTED - doing what you'll say you do

ACCOUNTABLE - having the courage to be held accountable and to hold others accountable

RESULTS DRIVEN - strive to ensure results are achieved

Key accountabilities and responsibilities

- > Day to day facilities management including preventative and reactionary maintenance activities, ensuring facilities are safe and to the appropriate standard required by NAPL.
- > Development and maintenance of an asset management system, designed to strategically manage NAPL's assets.
- > Provision of maintenance reporting statistics to assist NAPL in the management of assets.
- > Assist the EMO with the development of asset rehabilitation planning and the development of the 1, 5 and 20 year CAPEX plans and budgets.
- > Work with the Airport Customer & Operations Advisor to develop, maintain, train and deliver the Evacuation Plan.
- > Oversee precinct contractors and ensure contract deliverables are met.
- > Support the management of maintenance service level agreements with key maintenance suppliers.
- > Management of airport utilities services, usage and billing reconciliation.
- > Maintain best practise in relation to NAPL sustainability strategies for the facility.
- > Development and management of the airport facilities maintenance budget.
- > Contribute to management reports on statistics and relevant information, as required.
- > Reconciliation of invoices for contracted services, authorise for payment (within delegation), provide financial tracking of works, and report on any discrepancies.

Qualifications and experience

Essential

- > Relevant tertiary or trade qualifications;
- > Minimum of three (3) years' experience in facilities maintenance;
- > Demonstrated experience in the delivery and management of an asset management system;
- > Strong practical knowledge of Building Management Systems (BMS) incorporating systems such as, fire, lighting, irrigation and Heating Ventilation and Air Conditioning (HVAC);
- > Strong time management skills;
- > Demonstrated experience in the preparation of maintenance budgets and works programs;
- > Excellent interpersonal and communication skills;
- > Good written and verbal communication skills;
- > Understanding of risk allocation and the management of Work Health Safety Environment (WHSE) in the workplace;
- > Basic understanding of asset management principles;
- > Understanding of utilities services, usage management and billing reconciliation;
- > Understanding of business sustainability strategies and implementation.

Desirable

- > Project management experience;
- > Basic understanding of Building Codes of Australia.

Work Health and Safety

The NAPL Managers have a responsibility to:

- > Remain abreast of changes in environmental and WHS legislation, Codes of Practice and Australian Standards;
- > Ensure and promote conformance with statutory requirements and NAPL WHSMS requirements;
- > Promote and embed a safety culture;
- > Ensure that appropriate investigations are conducted for hazards and incidents, and implement identified corrective actions.

While at work NAPL workers must:

- > Take reasonable care for their own health and safety;
- > Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- > Comply with any reasonable instruction that is given to allow NAPL to comply with the WHS Act;
- > Cooperate with NAPL policies and procedures relating to health or safety.

Value Behaviours

Our culture is underpinned by core values and behaviours, which define how we do business. All employees are expected to demonstrate our values and behaviours at all times, as follows:

Value	Behaviours
Trust Always acts with integrity	✓ Practices open and transparent communication.
	✓ Is a supportive team player.
	✓ Consistently demonstrates honesty and ethical behaviour.
	✓ Demonstrates a healthy respect for others, equality and inclusiveness.
	✓ Applies an open door policy and is willing to offer input and ask for help.
Engaged Passionately exchanges thoughts and ideas to generate an actively creative environment	✓ Supports other staff in need across the business.
	✓ Shares knowledge and collaborates with others.
	✓ Approaches work with a positive attitude.
	✓ Supports progressive and forward thinking.
Committed Doing what you say you'll do	✓ Openly engages in healthy conflict by respectfully discussing different ideas and opinions.
	✓ Helpful and assists other staff / teams in need wherever possible.
	✓ Consistently "walks the talk" by doing what they say they'll do.
	✓ Consistently demonstrates a "can do" attitude.
	✓ Reliable and consistent in their approach to work.
Accountable Having the courage to be held accountable and to hold others accountable	✓ Open and adaptable to change to meet the growing needs of our business.
	✓ Open to giving and receiving constructive feedback as an opportunity to learn.
	✓ Takes responsibility for their actions.
	✓ Proactively seeks advice and input from others to stimulate learning and innovation.
	✓ Is committed to being truthful with each other.
Results Driven Strive to ensure results are achieved	✓ Applies consistent standards across the organisation.
	✓ Adopts a strategic approach to achieve business goals.
	✓ Adopts big picture thinking and commitment to achieving business goals.
	✓ Ensures goals are clearly understood which they are focussed on achieving.
	✓ Employs effective strategies to ensure goals are achievable.
	✓ Prioritises own work effectively and communicates capacity constraints early.

Company Bio

Newcastle Airport is about to enter the most exciting period of its 70-year history as it grows further in size, aspiration and influence.

There's never been a better time to join one of the region's most dynamic teams that is making a difference! Guided by its deeply held purpose of 'being the airport the region deserves', the organisation has emerged a stronger, bolder, and more ambitious business than before the global pandemic.

In the last year, the airport has secured \$60M in Federal funding for an upgraded international airfield, it has connected to 6 new destinations, including Cairns and Adelaide, with Singapore now in sight. It has expanded its world class Defence and Aerospace precinct, brought forward major works on its 2036 Masterplan and was recently named 2021 Major Airport of the Year.

The airport's sights are set, not on the next six months of recovery, but on its ability to generate billions of dollars in economic activity and thousands of jobs over the next two decades.

<https://www.newcastleairport.com.au/our-future/newcastle-airport-vision>
<https://www.newcastleairport.com.au/>

What it's like to work here (culture & employee benefits)

- ✓ Corporate fitness program
- ✓ Culture, health and wellbeing initiatives
- ✓ Flexible working arrangements, including hybrid work from home options
- ✓ Rewards and recognition program
- ✓ Newcastle Airport is a proud Ambassador of SafeWork NSW Mentally Healthy Workplaces initiative
- ✓ Annual picnic day, 15 days personal/carer's leave, paid parental leave
- ✓ Great culture built on solid organisational values
- ✓ Dynamic, fun, supportive and collaborative team environment

How To Apply

Cover letter tips

- Describe why you are interested in this role?
- What can you bring to this role?

How to apply

If you are keen on this opportunity please contact Ali Kimmorley on 02 4927 2006 or email alik@peoplefusion.com.au, for a confidential discussion.



Our Area

Benefits of living and working in Newcastle and the Hunter Region

The Hunter Region offers more than just global award-winning wines, divine food and a multimillion-dollar thoroughbred horse breeding industry - as Australia's largest regional economy prospering both economically and socially, sustained by many professional and research industries and sectors, and a highly skilled workforce. It consists of three major cities, Newcastle, Maitland and Lake Macquarie and is surrounded by regional centres, which include Cessnock, Muswellbrook, Port Stephens, Scone, Singleton and Taree.

One city that has exponentially played a huge role in the Hunter Region's growth is Newcastle. Newcastle is a vibrant, smart city, located in the heart of the Hunter Region, offering the best of both worlds. Whether it's a sea change or tree change, Newcastle offers the friendly, warm lifestyle of coastal living but the benefits of inner city living (the perfect work-life balance) minus the congestion and non-stop hustle. With its location, lifestyle and opportunities for growth, Newcastle is the place to be.

Best of both worlds

Only a two-hour drive north of Sydney, Newcastle offers a relaxed and welcoming lifestyle with all the benefits and comforts of a large city without the constant traffic. The region is easily accessible by road, rail and air travel (Newcastle Airport is Australia's sixth largest regional airport).

Providing excellent cafes, restaurants and nightlife, a variety of recreation activities, Newcastle is perfectly positioned to enjoy the beaches on the coast and the wineries in the Hunter Valley.

Best beaches

Newcastle beaches and baths have something for everyone, whether you're looking for a quick dip, a leisurely swim or an awesome surfing experience - look no further. You will find that there are public amenities, shade shelters, parking, access for people with a disability, picnic areas, BBQ's and kiosks all along the stretch of Newcastle's pristine beaches.

Wineries

The nearby Hunter Valley vineyards are a short drive away and has forged an international reputation for acclaimed wines. Sip and taste your way through over 150 cellar doors!

Dining

Newcastle's dining scene offers everything from cheap eats for the family, hip bars to romantic restaurants with a diverse selection of cuisines and funky eateries for every taste bud!

Arts, culture and entertainment

The city's art scene is thriving - be sure to check out Newcastle Art Gallery or the heart and soul of Newcastle - the Civic Cultural precinct. You'll be amazed by the theatre, comedy, events, live music that's on offer.

Education

Newcastle has strong pre-school, primary, secondary levels and tertiary education options meaning clear educational pathways.

About peoplefusion

Our expert team live and breathe recruitment and are committed to taking you from credible to incredible.

We provide transparency into roles, we won't send you in blind for interviews, we will give you feedback, and we'll support you after your appointment. Our services include permanent recruitment, temporary and contract recruitment, executive search, outplacement, talent and retention, and career coaching.

Locked and loaded

We show up as though every day is a Grand Final

We've got this

We do as we say with confidence and integrity

Have the conversation

We speak authentically and never mind read

Grow and glow

We challenge ourselves and have fun doing it

Make it count

We aim for every action to add value

Our specialisations

Executive Search

Accounting & Finance

Legal & Governance

Human Resources & WHS

Marketing & Communications

Information Technology

Engineering & Projects

Supply Chain

Administration & Accounts

Contact Centre & Customer Service

Sales

We know recruitment. Experience peoplefusion.

At peoplefusion we don't just accept diversity and inclusion —we celebrate it! We strive to create an environment of equal opportunity regardless of race, gender, sexual orientation, gender identity or expression, lifestyle, age, religion or physical ability, and welcome applications from people from all backgrounds. We always welcome individuals to contact us if they require any assistance during the application process when applying for jobs with peoplefusion.

Your Recruitment Specialist

ALI KIMMORLEY 21 years experience

Ali is the Director and Co-founder of peoplefusion with more than 18 years' experience in the Recruitment industry. A trusted advisor to her clients, Ali provides authentic and strategic advice at every stage of the recruitment process, and at every level of recruitment. Ali deep dives to get to know your business and understand the impact of the role she is recruiting – she thinks outside the square and challenges all possibilities.



Ali is an Accredited Professional Recruiter, has reached Member status with the industry body Recruitment & Consulting Services Association (RCSA), and is a Graduate of the Australian Institute of Company Directors (AICD). Ali has partnered with a wide range of companies across diverse sectors to appoint C-Suite and management positions, sourcing candidates locally, nationally and internationally.

As a member of the Recruitment, Consulting and Staffing Association of Australia & NZ (RSCA), peoplefusion are committed to the Code of Professional Conduct and observe high standards of honesty, equity, integrity, and social and corporate responsibility. All of our Recruitment Specialists are accredited by the RCSA.



