

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**



VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position : Facilities Management Coordinator
Grade : 5
Incumbent :
Division : Estates & Facilities
Department : Facilities Management
Location : Samabula Campus
Reports to : Director Estates & Facilities through Deputy Director Maintenance and Facilities

2. PURPOSE

The Facilities Management Coordinator provide technical advice and system support in the facilities management and asset management of assigned Campus portfolios.

The incumbent will also provide technical advice and system support in facilities management through the management of Service Level Agreements (SLAs) of ancillary services, including the management of day-to-day housekeeping and grounds maintenance activities, coordination of events set-up, and management of facilities related requests delegated by Maintenance Helpdesk as well as carry out all administrative tasks associated with facilities management.

The incumbent will provide technical advice and system support in asset management through managing property-related asset information and property-related asset management database and assist in managing space planning requirements of the University.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Manager Facilities Management & Administration

In the table below, write down the positions reporting to you (if any). For each position, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
10 – 15 approx. (Groundsman)	N/A

4. KEY ACCOUNTABILITIES

• Ensure that the physical environment of the Campus is maintained at all times through timely housekeeping and grounds-maintenance activities.
• Manage all SLAs at the assigned Campuses. Monitor the performance of all SLAs through the implementation and use of checklists and other resources as necessary to ensure that all contractual obligations are effectively met by the service providers.
• Conduct and report on Facilities Audit to provide feedback on the condition of the facilities, and develop, review and implement operating work procedures and checklists.
• Assist the Senior Management in the development of the facilities management plan and asset management plan.
• Manage the day-to-day housekeeping activities at the assigned Campuses.
• Manage the day-to-day and supervision of grounds-maintenance and landscaping activities at the assigned Campuses.
• Liaise with the Horticulturist in the designing of landscapes and assist with the development and coordination of all landscape projects and ground maintenance.
• Coordinate facilities related requirements in hosting University events and functions.
• Check for safety, service and compliance for all teaching and learning, and administrative space and toilet facilities in terms of cleanliness, hygiene and conduct regular facilities audit to maintain a conducive environment and continuous improvement.
• Ensure that housekeeping and grounds maintenance stock records are managed as required, and requests for stock replenishments are provided promptly to ensure that operational activities are not affected.
• Develop and maintain a duty roster for all housekeeping and grounds maintenance personnel. Ensure that the activities are executed as designed in the duty roster.
• Ensure that all personnel are equipped with proper personal protective equipment whilst undertaking their assigned works.
• Assess the condition of the existing facilities. Assess the interior condition of the spaces. Assess the condition of the flooring, walls, windows and doors; fittings and fixtures such as lighting, air conditioning units and ceiling/wall fans; power points and switches, cabinets; whiteboards. Provide corresponding reports that identify the areas of improvement.
• Establish an ongoing monitoring system for all utility consumption, including verifying its use on an ongoing basis.
• Coordinate and facilitate all other facilities-related activities in the assigned Campuses such as signage, request for furnishing and fit-outs, etc.
• Assist with the development and implementation of the standard operating procedures and coordination of all facilities related activities, including preventative schedule, landscape and ground maintenance, and organised events.
• Oversee the activities of the contractors, vendors and suppliers. The monitoring of contracts for compliance, audit procedures and controls costs, and quality control inspections to ensure adherence to contract specifications and industry standards.

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Assist in facility and space usage planning and coordination of physical resources meeting the high compliance standards, promoting continuous improvement of workplace safety and environment practices.
Assist in the development and maintaining of University readiness with the Incident/emergency preparedness, response, recovery and mitigation.
Manage the property-related asset management database, which shall include the collection of property-related asset data collation of the requisition, maintenance, upgrade and disposal of property-related asset data, and real-time updating of property-related asset data.
Integrate the details of the planned and cyclic maintenance programme of property-related assets into the asset management database. Include the details of all maintenance and upgrades and their associated costs into the asset management database.
Network with the Division of Capital Projects & Infrastructure for space planning and property-related asset requirements on new projects.
Network with the Colleges and its teaching fraternity for space planning. To assess the adequacy and appropriateness of the existing facilities in the context of current and future program plans and describe in detail the respective Colleges' perceived facilities need.
- Responsible on a day-to-day basis for the effective administration and development of the property-related asset management database and space planning – - Audit teaching and learning spaces and office spaces. - Determine the Gross Floor Area and the Usable Floor Area of all teaching and learning spaces and office spaces. - Review the number and condition of furniture provided in teaching and learning spaces and office spaces. - Ensure that adequate and quality furniture is provided according to the space capacity and functional use of the space.
Conduct and report on space and facilities audit program.
Maintain space inventory data for all University campuses and centres.
Liaise with Government, local council and consultants on assets and estates.
Plan and initiate new requests for furniture and / or property-related assets in existing space where replacements or upgrades are required. Propose investment in improving and modernising teaching and learning facilities to provide an effective teaching environment.
Effectively track existing property-related assets and undertake physical verification review process of these assets on an ongoing basis or as required under the University guideline, Facilities and Space Management Policy.
Undertake space planning by assessing the existing space, determining the usable space and its corresponding property-related asset requirements. Review the adequacy of the amount and quality of existing space to meet the University's academic and student life needs.
Undertake a general assessment of the current utilisation of space and its adequacy and appropriateness as an effecting teaching environment. Ensure that the existing space is utilised most effectively and efficiently. Increase the efficiency of space utilisation for teaching and learning space and office space.
Assist in the preparation of valuation and submission of cost reports.
Plan, coordinate and execute activities to develop the asset management program through close coordination with the Building Repair & Maintenance section and the Division of Capital Projects & Infrastructure.

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Establish risk-based and evidence-based methods to manage asset and infrastructure needs through life cycle costing and long-term management plans for utility assets, including the capital expenditure schedule for fixed asset replacement needs.
Facilitate the disposal of assets from approved asset disposal forms received through the Board of Survey team.
Act on all requests for the hire of University facilities by providing information on the availability of the facilities, charges for the hire of the facilities, handover of the facilities before and post function.
Prepare fortnightly and/or monthly analyses and reports on the facilities-related activities and property-related assets.
Prepare fortnightly and/or monthly analysis and reports on the facilities audit changes and/or recommendations for the same.
Prepare fortnightly and / or monthly analysis and reports on the space planning changes and / or recommendations for the same.
Prepare reports for the Senior Management as and when required.
Develop and maintain a monthly checklist for all SLAs and property-related assets to ensure that all teaching and learning spaces and office spaces are provided with the furniture as per its space capacity and functional requirement.
Any other duties as assigned by the Manager Facilities Management & Administration and/or the Director Estates & Facilities.

5. KEY CHALLENGES

- Decision making in an environment of a high level of ambiguity and resistance for Heads of Colleges / Divisions to accept change.
- Ensuring conformity in implementing policies and processes in an organisation with diversity in people and organisational culture.

6. AUTHORITY LEVEL

- Operating Expenditure
- Capital Expenditure
- Others

7. QUALIFICATION AND EXPERIENCE

Essential

- Bachelors Degree in Real Estates & Land Management, Business Management, Accounting and Financial Management or Related Engineering field.
- 2 years of property-related work experience.
- Must hold a valid full driving license.

8. KNOWLEDGE & SKILLS

- Possess a good understanding of property-related repair and maintenance works and experience in managing housekeeping and grounds maintenance works. Candidates with past working experience in a property-related environment and experience in managing SLAs have an added advantage.
- Have an attention to detail.
- Accurately update information into the asset management database.
- Prepare clear and concise reports promptly.
- Maintain a high standard of communication and problem-solving skills.
- Understanding and knowledge of health and safety requirements.
- Good organisation and interpersonal skills.
- A team player and willing to work after hours and during weekends, if required.
- Assist with training and development plans for staff towards increased learning opportunities and building capacity.
- Events management and logistics promote change management, innovation, design new solutions and processes and champion all facilities staff.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Within the Division – liaison with personnel reporting to the position, including the Facilities Administrator and the Groundsmen.	Daily
Within the Division – liaison with other section's personnel. For example, Maintenance Helpdesk, Maintenance Coordinators, Assets Administrator, Stores Assistant, Executive Officer & Office Administrator.	Ad hoc basis
Outside the Division – liaison with other Divisions and Colleges. For example, Administrative Officers, Executive Officers, and Clerical Officers of all divisions.	Daily
Outside the Division – liaison with other Colleges. For example, academic personnel.	Daily
Outside the Division – liaison with Campus Coordinators and Heads of Campus.	Daily

EXTERNAL	Frequency
Contracted Service Providers – for outsourced cleaning services, fire mitigation services, grass cutting services, pest control services, sanitary services, security services and waste management services	Ongoing Daily
Contractors and Vendors. For example, contractors and vendors are engaged for any works related to the area of work.	Ongoing Daily
Government, local council and consultants on matters related to assets and estates.	Ad hoc basis

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.