

POSITION DESCRIPTION

POSITION TITLE:	Manager Facilities and Amenity
DIVISION:	Assets, Operations and Sustainability
REPORTS TO:	Director Assets, Operations and Sustainability
LOCATION:	Broadmeadows Office, or any other location as required
DATE:	August 2026

OUR VALUES

At Hume City Council our Values underpin everything that we do.



We're better, every day
We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



We're in it together
At Hume, everyone matters. We welcome and include all. Respect and safety are expected.



We show up
We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



All for Hume
We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

POSITION OVERVIEW:

As a member of the Senior Leadership Team (SLT) within the Assets, Operations and Sustainability division, you will report directly to the Director Assets, Operations and Sustainability and work as part of a collaborative team, providing leadership and driving Council's vision of being a leader in achieving social, environmental, and economic outcomes for our community.

You will leverage Council's resources and lead your team to ensure the outcomes of the Council Plan, Council Strategies and Divisional Plans are delivered in an accountable, responsible, and forward-thinking manner.

At Hume City Council, managers are exemplars of the Council's values. You will ensure a focus on execution and accountability, and role model behaviour aligned with our values. You will be at the forefront of embedding OneHume across our organisation, leading

cultural change, focusing on supporting transformation initiatives, and building a welcoming environment where people thrive. We aim to work in a manner where we strive to be better every day, care about each other, and take pride in delivering positive outcomes for our community.

You are expected to establish and maintain constructive working relationships across the organisation, with SLT / ELT, with Councillors and community members. You are also expected to maintain a strong commitment to health and safety and ensure good governance.

KEY RESPONSIBILITIES

The Manager Facilities and Amenity plays a pivotal role in the delivery of safe, accessible, welcoming and well-maintained public places, facilities and amenity services that support community wellbeing, participation and pride in Hume.

Supporting the Director Assets, Operations and Sustainability, this role is accountable for leading and managing Facilities and Amenity department resources to ensure the delivery of:

- Safe, efficient and customer-focused facility maintenance as well as working across the organisation to deliver place based proactive amenity management responses.
- Business Plan activities and actions.
- Council Annual Action Plan objectives.
- Strategic Performance Objectives.
- Councillor request, public question, customer request and Notice of Motion responses.

Oversee the delivery of operational programs and capital projects, ensuring they are delivered to a high standard, on time, within budget, in accordance with the approved scope and relevant service standards.

Actively lead corporate planning processes for the Facilities and Amenity department, including the development and implementation of business plans, service plans and the preparation of annual operational and capital budgets.

This includes providing leadership to coordinators and service leaders who oversee the following key areas.

- **Facilities Maintenance;** responsible for the safe, compliant and customer-focused operation, maintenance and renewal of Council buildings and community facilities.

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KEY RELATIONSHIPS

Direct Reports:	Coordinator Building Maintenance
Internal Liaisons:	Mayor and Councillors Senior Leadership Team / Executive Leadership Team Divisional Leadership Team Facilities and Amenity Team All Staff
External Stakeholders:	Residents Community Groups and organisations Consultants and contractors Local Government Authorities State and Federal Government Departments Regional and Statewide Networks Other Council municipalities

CORPORATE RESPONSIBILITIES

Leadership	The incumbent is expected to: - Consistently lead through and be a personal exemplar of our Values; - Develop their people to realise their potential through the Quarterly Check In program and other programs; and - Lead their team to deliver required outcomes
Budget:	The incumbent is expected to deliver outcomes within the allocated budget
Delegations:	The incumbent is authorised to act in line with the Instrument of Delegations and Sub-Delegations and Council policies.
Code of Conduct:	All employees are responsible for adhering to Council's Employee Code of Conduct and the policies and procedures and Organisational Directives that support it.
Workplace Health and Safety:	Council is committed to a culture of Safety and Wellbeing where we all discuss and act on matters that impact on work health and safety matters. Respect and Safety are expected. The Manager is expected to ensure that workplace health and safety requirements are met within their department and across the organisation.
Equal Opportunity:	Council is committed to equal employment opportunity, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness, equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.
Child Safety:	Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards

Service Planning & Improvement:	It is a requirement of the Service Performance Principles of the <i>Local Government Act 2020</i> for Councils to continuously improve service delivery and service performance. The incumbent is responsible for undertaking service planning and continuous improvement in their areas of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.
Asset Management:	Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.
Environmental Sustainability:	Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

MANAGER COMPETENCIES

To be successful in this role you must be able to:

- Develop and implement strategic plans, service plans and policies across the Facilities and Amenity department, aligning them to Hume City Council's community vision, legislative requirements, organisational values and broader strategic objectives.
- Focus on continuous improvement and leading change in a complex environment demonstrating agility and clarity in the face of ambiguity and competing priorities.
- Make insightful decisions using data, workforce trends, operational insights and experiences to translate vision and strategy into measurable outcomes.
- Inspire others by being passionate, values driven and influential in your messaging, bringing the Council vision alive across the team.
- Strengthen and mobilise the talents and capabilities of the workforce within the department to ensure staff actively deliver on the needs of the community, feel empowered and confident in their actions.
- Foster positive relationships across the organisation and with key stakeholders, including peers, SLT/ELT, Councillors, contractors and community representatives.
- Drive accountability and outcomes across the department and ensure appropriate resource allocation.
- Ensure a healthy, safe and inclusive workplace culture where those in the workplace recognise their personal responsibility for ensuring the physical and psychological safety of others.
- Demonstrate a high standard of practice in the approach to governance, compliance and risk management.
- Demonstrate exceptional written and verbal communication skills and experience in the preparation of timely, clear and concise reports, briefing papers and correspondence for diverse internal and external audiences.

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BEHAVIOURAL STRENGTHS REQUIRED

- High integrity.
- Critical thinker.
- Communicate and influence across organisation.
- Agile and responsive to change.
- Optimistic, open to learning and able to bring fun into the work environment.
- Calm, steady and resourceful, bringing energy when required.
- Emotionally intelligent and able to build trust and foster positive relationships.
- Can handle pace, and are results driven.
- Able to delegate and collaborate to support outcomes.
- Community focused.
- Accountable, and an active contributor.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary degree and preferably postgraduate qualification in a relevant field, or other relevant equivalent qualifications or experience
- Demonstrated experience delivering effective and efficient facilities and amenity services that meet community expectations and improve the presentation, safety and usability of public places.
- Demonstrated experience in project management, procurement and contract management to ensure delivery of complex projects or services and a high standard of performance by service providers.
- Sound financial literacy, with the ability to ensure responsible financial management and administration, including budget development, forecasting, monitoring and reporting.
- Extensive experience leading and fostering a positive, collaborative and high performing culture aligned to organisational values and strategic goals.
- Highly developed conceptual, analytical, and strategic skills with a track record in leading change within a complex and diverse organisation.
- Strong financial, people, asset, contract and project management skills, with experience managing multidisciplinary teams, contractors and geographically dispersed services.
- Exceptional communication and engagement skills, with the ability to communicate and connect with diverse audiences and stakeholders.
- Strong understanding of contemporary challenges and opportunities relevant to local government, including community inclusion, social justice and climate change.
- Current driver's licence and willingness to travel across Council locations as required.

AGREEMENT:

I hereby accept and agree that by placing my electronic signature in the text box, this shall be considered as an original signature for accepting the duties in this position description.

I understand that key responsibilities and duties in this position description will be undertaken in accordance with the Employee Handbook and I agree to abide by the terms and conditions stipulated therein.

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Name (Please print):	
Signature:	Date: