

Position Description




Position Description Overview	
Position Title	General Manager, Facilities
Position ID Code	OPS006
Work Area, Division	Facilities Management, Operations
Reports To	Chief Operations Officer
Direct Reports	Facility Managers x 2 Facility Service Lead Purchasing Officer Stores Officer Facilities Management Administrator
Award	No Award Applicable

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
As the Facility Manager of major medical research facilities in Nedlands (Perkins North) and the Murdoch (Perkins South), the Perkins is responsible for delivering the terms of the Facility Management Agreements (the Agreements).
The General Manager, Facilities ensures the Perkins meets the terms of the Agreements and leads the development and execution of the operational plan for Facilities Management (FM), ensuring the buildings and related services are safe, secure, efficient, cost-effective, customer-focused, and compliant with all relevant, legislation, Codes, and regulations.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
General Manager, Facilities	3	22/04/2025	Chief Operations Officer	Chief Operations Officer	Chief People Officer 

Position Outcomes and Key Goals

1. Ensure the Perkins meets the agreed terms and key performance indicators of the Facility Manager's management obligations.
2. Develop and successfully implement the operational plan for FM.
3. Develop and deliver the annual budget for FM, and ensure all financial activities occur within approved parameters.
4. Implement and maintain the Major Asset Replacement and Upgrade Plan (MARUP) and related budget.
5. Promote a cohesive organisational culture for the FM team as part of the Perkins, championing sustainable high performance, inclusion, safety, and ethical conduct, and work with colleagues to break down silos across services.
6. Ensure all FM activities and services are compliant with relevant legislation, Codes, and regulations.

Key Duties/Accountabilities

1. Provide leadership to the Facility Managers and FM team to implement the FM budget and operational plan.
2. Oversee for the commercial management of space within the Perkins buildings. This includes managing and monitoring the contract and lease arrangements for tenants and overseeing contractor relationships.
3. Identify and ensure the implementation of opportunities that create alignment between FM and the broader Perkins infrastructure, systems, processes, policies, technology, and culture with a view to upholding a 'one team' approach. This includes developing policies, procedures, and standard operating procedures for FM as required, ensuring these are aligned to the broader Perkins.
4. Oversee all building infrastructure, ensuring it is safe, secure, compliant, efficient, and maintained/upgraded as required by appropriately skilled personnel.
5. Establish and maintain positive working relationships with building tenants and stakeholders and deliver a high level of customer service, effectively resolving complex problems.
6. Identify and act on professional development needs of team members, provide regular feedback, conduct Staff Reviews, resolve conflict, build leadership capability, and implement performance processes where required.
7. Manage enterprise and operational risks related to FM, ensuring effective controls to mitigate risks are successfully implemented, monitored, and evaluated, and escalate relevant ethical breaches and strategic, operational, personnel, safety, compliance, and financial matters in a timely manner.
8. Identify and lead continuous improvement activities to enhance the operational effectiveness and engineering performance of the buildings and its services, leveraging technology and referring to best practice to reduce costs and improve sustainability and environmental outcomes.
9. Provide leadership in key building management committees, ensuring agreed action items are documented, communicated, implemented, and evaluated.
10. Ensure procurement activities are competitive, efficient, and ethical.
11. Lead the development and implementation of disaster recovery/business continuity plans related to FM.
12. Complete operational activities and other duties as requested by the COO.

Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Relevant tertiary qualification (business, work health and safety, engineering), Diploma of Facilities Management, relevant trades qualification, or equivalent experience.
2. Previous experience in a similar role managing complex infrastructure and/or tenanted buildings.
3. Strong financial literacy with demonstrated experience developing and managing complex budgets.
4. Strong commercial acumen and experience tendering, managing, and implementing commercial contracts with the ability to identify contract risks.
5. Previous experience successfully implementing building efficiencies through engineering and other mechanisms to reduce cost and improve performance, sustainability, and other outcomes.
6. Experience developing policies, procedures, SOPs, managing change and implementing process improvements.
7. Strong interpersonal and communication (written and verbal) skills and the ability to utilise these to engage and build positive relationships with diverse stakeholders.
8. Strong influencing and negotiation skills and the ability to navigate interpersonal and organisational challenges, stakeholder relationships, and commercial outcomes successfully.
9. Sound project management skills, including the ability to manage deliverables and related budgets.
10. Ability to organise and prioritise tasks, work effectively under pressure, problem solve and meet deadlines.
11. Experience using Microsoft applications, building managements systems, and procurement systems.
12. Strong knowledge of Australian Standards, Building Codes, and Work Health and Safety legislation.
13. Possess a current Western Australian 'C' Class Driver's Licence and a Satisfactory National Police Certificate.

Special Requirements

1. After-hours work will be required in this position.
2. This position participates in a rotating on-call roster.
3. This position may be required to provide relief cover for the Chief Operations Officer.

Key Working Relationships

1. Facilities Management team.
2. Building tenants and stakeholders.
3. Operations team including ICT, Research Operations, Bioresources and others.
4. External service providers, including service contractors, emergency services, security, and regulatory bodies.

Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by Perkins that supports Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.