

Role Statement

Facilities Manager

Classification Level:	ASO6	Agency:	Office for Recreation, Sport and Racing
Position Number:	P69252	Division:	Infrastructure and Planning
Direct Reports:	1	Business Unit:	Asset Management
ANZSCO Code:	5111	Reports to:	Manager, Asset Management
Date Updated:	Mar 2026	Location:	Mile End

Organisation Overview

The Office for Recreation, Sport and Racing (ORSR) is the lead South Australian Government agency for sport, active recreation and racing. ORSR supports sport and recreation organisations, local government, and the community by providing leadership and support through the development and delivery of funding, policy, programs, infrastructure planning and management, and high-performance pathways.

Division

The **Infrastructure and Planning** division provides a strategic and integrated approach towards the development and delivery of recreation and sport infrastructure and works to build diversity, strength, capacity and sustainability with industry clients and the community. The division is responsible for a number of the State's key sporting assets, including major sporting venues such as the South Australian Sports Institute, Mile End Sports Complex, SA Athletics Stadium and Adelaide Super-Drome. It undertakes development planning, construction, project management, facilities management, and recreation trails development and management.

Role Overview

The Facilities Manager is responsible for the operational management and coordination of facilities across the ORSR asset portfolio, including the South Australian Sports Institute, SA Athletics Stadium and other associated sites.

The role ensures facilities, building services and specialised equipment are safe, compliant, functional and maintained to a high standard. This includes oversight of planned and reactive maintenance, contractor performance, minor works delivery and operational financial management across a diverse and multi-site environment.



The position leads day-to-day facilities operations and acts as the key point of contact for facilities-related matters, working closely with internal stakeholders, SASI partners and service providers to ensure effective service delivery and positive user outcomes.

The role works in collaboration with the Strategic Asset Officer by providing operational insights and supporting maintenance planning, ensuring alignment with broader asset lifecycle strategies, without direct responsibility for strategic asset management.

Key Outcomes of the Role

The Facilities Manager is responsible for the effective delivery of facilities management services by:

Facilities Operations and Maintenance

- Coordinating and overseeing planned and breakdown maintenance across the ORSR portfolio, including buildings, infrastructure, plant and specialised equipment.
- Managing and maintaining the CMMS/work order system to ensure accurate tracking, prioritisation and reporting of maintenance activities.
- Conducting site inspections, audits and condition assessments across multiple sites to ensure facilities are safe, compliant and operationally ready.
- Monitoring the performance and reliability of specialised equipment and coordinating maintenance, servicing and repairs as required.
- Identifying defects, faults and risks, and ensuring timely resolution to minimise disruption to services.

Contractor and Service Provider Management

- Managing contractors and service providers across multiple sites to ensure delivery against contractual obligations, KPIs and service standards.
- Coordinating contractor access, inductions and compliance with site-specific and safety requirements.
- Monitoring performance, undertaking audits and proactively addressing service delivery issues.
- Reviewing service delivery arrangements to ensure value for money and continuous improvement.

Minor Works and Project Coordination

- Coordinating minor works and improvement projects across the portfolio (generally up to ~\$3 million), including scoping, procurement support, delivery and close-out.
- Managing timelines, risks, budgets and quality outcomes across multiple concurrent projects.
- Liaising with stakeholders to ensure works are delivered with minimal operational disruption.

Financial and Commercial Management

- Monitoring operational expenditure (OPEX) across the portfolio and supporting budget tracking and cost control.



- Reviewing invoices, managing purchase orders and ensuring financial governance requirements are met.
- Identifying opportunities for cost efficiencies and improved service delivery outcomes.

Compliance, Risk and Safety

- Ensuring compliance with WHS legislation, statutory obligations and organisational policies across all sites.
- Conducting inspections, audits and risk assessments, and implementing corrective actions.
- Managing incidents, hazards and maintenance-related risks, ensuring appropriate escalation and reporting.
- Maintaining accurate records, permits and compliance documentation, including for specialised equipment.

Stakeholder Engagement and Service Delivery

- Acting as the primary point of contact for facilities management across the ORSR portfolio.
- Building and maintaining strong relationships with internal teams, tenants, sporting organisations and service providers.
- Proactively engaging stakeholders to understand operational needs and ensure service delivery meets expectations.
- Responding to enquiries and issues in a timely, professional and solution-focused manner.

Operational Leadership and Continuous Improvement

- Allocating, prioritising and monitoring maintenance and operational activities across multiple sites.
- Supporting and driving continuous improvement initiatives to enhance service delivery, systems and processes.
- Identifying opportunities to improve asset performance, reliability and user experience.
- Supporting after-hours or on-call arrangements where required to ensure continuity of services.

Asset Support (Non-Strategic)

- Supporting the Strategic Asset Officer by providing operational insights on asset condition, maintenance trends and equipment performance.
- Maintaining accurate asset and maintenance data to inform planning and reporting.
- Contributing to preventative maintenance strategies and lifecycle considerations from an operational perspective.

Special Conditions and Essential Requirements

- This role has been classified as a position of trust, and a 'prescribed position' under the *Child Safety (Prohibited Persons) Act 2016*. The incumbent is subject to a satisfactory Department of Human

Services Working With Children Check (WWCC) in line with departmental criminal history screening policies and procedures.

- Some out of hours work may be required.

Qualifications / Licences

Essential

- Current driver's licence.

Desirable

- Trade qualification or tertiary qualification in Facilities Management, Property, Building Services or other relevant field.

Person Capabilities

- Demonstrated experience managing facilities operations across multiple sites or a diverse asset portfolio, including buildings, infrastructure and/or specialised equipment.
- Strong stakeholder engagement and communication skills, with the ability to influence outcomes and manage competing expectations.
- Proven ability to coordinate contractors, maintenance programs and operational activities across complex environments.
- Well-developed problem-solving skills, including the ability to assess risks and implement effective solutions in a timely manner.
- Demonstrated ability to work autonomously with a high level of accountability, judgement and initiative.
- Strong organisational skills with the ability to manage multiple priorities, sites and service demands simultaneously.
- Sound knowledge of Work Health and Safety legislation, contractor management and compliance requirements.
- Experience using CMMS or facilities management systems to manage work orders, reporting and performance.
- Experience delivering minor works or small capital projects across multiple sites.
- Experience working within government or highly regulated environments.
- Familiarity with AGFMA or similar integrated facilities management models.
- Understanding of contract management, KPIs and service level agreements.
- Strong attention to detail and commitment to delivering high-quality, compliant outcomes.

Corporate Responsibilities

Exhibits behaviours and demonstrates commitment and accountability to:



- Keeping accurate and complete records of business activities in accordance with the State Records Act 1997.
- Maintaining a commitment to the Public Sector Act 2009, Ethical Conduct and the legislative requirements of the Public Sector Act 2009 and Work Health and Safety Act 2012.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under represented groups.

Delegate Approval

Name

Signature

Date: / /

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