



JOB DESCRIPTION - FACILITIES MANAGER

Job Title: Facilities Manager

Department: Facilities Management

Reports To: Director of Facilities

Job Overview

The Facilities Manager at Trendie plays a pivotal role in ensuring that the organisation's physical environment operates efficiently, safely, and in full compliance with all relevant regulations. This role requires a strategic and hands-on approach to managing the daily operations of our buildings, equipment, and grounds. The successful candidate will be responsible for coordinating maintenance, managing repairs, and ensuring that health, safety, and sustainability standards are met or exceeded. The Facilities Manager will work closely with various departments to create a productive, comfortable, and secure workplace, which supports the company's long-term operational goals.

Key Responsibilities

- **Facility Operations Management:** Lead the day-to-day operations of the organisation's facilities, ensuring all systems and equipment function optimally. Oversee routine and preventative maintenance, ensuring timely resolution of any issues to minimise disruptions.
- **Policy Development and Implementation:** Develop, implement, and continuously improve policies and procedures that maintain the operational effectiveness of the company's facilities. Ensure all policies comply with industry best practices and legal standards.
- **Team Leadership and Coordination:** Supervise and lead a multidisciplinary team, including internal maintenance staff, external contractors, and service providers. Ensure that all work meets the organisation's high standards of quality, safety, and efficiency.

Emerald Tower, 786 Castlereagh Heights Sydney, NSW 2000 Australia 

1300 TRENDIE (1300 873 634) 

info@trendie.com.au 

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- **Inspections and Safety Audits:** Conduct regular inspections of buildings, equipment, and grounds to identify areas requiring maintenance or repair. Proactively address any potential hazards or deficiencies, ensuring all work is completed in compliance with workplace health and safety standards.
- **Regulatory Compliance:** Maintain full compliance with all relevant health and safety legislation, building codes, and environmental regulations. Ensure that all facilities meet or exceed local, state, and federal regulatory requirements.
- **Budget Management and Cost Control:** Oversee the budgeting and financial management of the facilities department. Monitor expenditures, forecast future costs, and ensure all facility-related expenses are managed efficiently. Secure cost-effective purchasing of supplies and services without compromising quality.
- **Sustainability and Environmental Impact:** Champion the company's sustainability initiatives by leading efforts to reduce the environmental footprint of the facilities. Implement energy-saving measures, waste reduction strategies, and other sustainability projects in alignment with the company's long-term environmental goals.
- **Documentation and Reporting:** Maintain accurate and comprehensive records of all facility operations, including maintenance logs, incident reports, and safety audits. Prepare and present detailed reports on facilities performance, regulatory compliance, and sustainability initiatives.
- **Cross-Departmental Collaboration:** Collaborate with other departments, such as Human Resources, IT, and Operations, to align facilities management initiatives with broader organisational goals. Provide support for facility-related projects and assist with event setup or special projects as required.

Qualifications and Experience

- **Education:** A Bachelor's degree in Facilities Management, Engineering, Property Management, or a related field is essential.
- **Experience:** A minimum of 5 years' experience in a facilities management role, with proven expertise in managing large-scale building operations and teams.



- **Technical Knowledge:** Extensive knowledge of building systems, including HVAC, electrical, plumbing, and general maintenance. A strong understanding of relevant safety standards, building regulations, and environmental policies is required.
- **Leadership Experience:** Demonstrated ability to lead and motivate a team, as well as manage external contractors and vendors effectively.
- **Technical Proficiency:** Proficient in the use of facilities management software and related tools for tracking maintenance, repairs, and operational performance.

Skills and Competencies

- **Leadership and Team Management:** Exceptional leadership skills, with the ability to inspire and guide a diverse team to achieve high performance and operational excellence.
- **Problem-Solving and Decision-Making:** Strong problem-solving skills, with the ability to quickly assess issues and implement effective solutions, minimising downtime and disruptions.
- **Project Management:** Advanced project management capabilities, including the ability to manage multiple projects simultaneously, ensuring deadlines and budgets are met.
- **Communication and Interpersonal Skills:** Outstanding verbal and written communication skills, with the ability to interact effectively with a wide range of stakeholders, including employees, contractors, and senior management.
- **Attention to Detail:** A high level of attention to detail, particularly when managing compliance with safety regulations and operational standards.

Working Conditions

This is a full-time position that may occasionally require evening or weekend work to respond to emergencies or support company events. The Facilities Manager will lead a team and be responsible for ensuring the smooth operation of all facilities-related activities. Flexibility and availability are essential for managing unforeseen circumstances.

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Key Performance Indicators (KPIs)

- **Operational Efficiency:** Measure the efficiency of facility operations, including the timely completion of maintenance tasks and repairs.
- **Regulatory Compliance:** Ensure compliance with all relevant health, safety, and building regulations, with no breaches or non-compliance incidents.
- **Sustainability Impact:** Monitor and report on the effectiveness of sustainability initiatives, with a focus on reducing energy consumption, waste, and the organisation's overall environmental footprint.
- **Budget Adherence:** Manage and track facility-related expenses, ensuring all costs stay within budgetary constraints while maintaining high standards of quality.
- **Employee Satisfaction:** Regularly assess employee satisfaction with the facilities and services, using feedback to make continuous improvements.

Company Values and Culture

At Trendie, we are committed to fostering a culture of safety, innovation, and environmental responsibility. As the Facilities Manager, you will be a key advocate of these values, ensuring that our facilities not only meet operational requirements but also support a positive and productive work environment. Upholding these values will be critical to your success in this role.

Career Path and Development

The role of Facilities Manager provides numerous opportunities for career progression within Trendie. Potential career paths include advancement to Senior Facilities Manager, Director of Facilities, or Vice President of Operations. There is also scope for specialisation in areas such as sustainability, safety management, or facilities engineering, offering both lateral and vertical growth opportunities.

This role is ideally suited to a dynamic individual with a passion for maintaining operational excellence, driving sustainability, and ensuring a safe and supportive work environment for all staff.