

Position/s Description

Coordinator CBD Precinct and Carparks (POS2827)

Directorate Department	Operations CBD Precinct, Bradfield and Carparks
Reports to	Manager CBD Precinct, Bradfield and Carparks
Number of Direct Reports	3
Position Grade	17
Employment Type	Permanent Full-time 35 hour week
Primary Location	33 Moore Street
Date Approved	October 2025

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

**WORKING
TOGETHER**



**COMMUNITY
FOCUS**



ACCOUNTABILITY



**GROWTH &
DEVELOPMENT**



INNOVATION



Intent and Primary Purpose of the Position/s

To ensure the effective and efficient development, delivery and ongoing management of facilities and assets within the CBD precinct and Council car parks.

The position provides leadership, guidance and coordination across all matters relating to assets managed by the Unit, including the development and implementation of cost-effective asset management lifecycle strategies. The role is responsible for coordinating capital works, maintenance programs and contractor performance to ensure assets meet required standards for safety, functionality, compliance, service delivery and community expectations.

It also plays a key leadership role in building team capability, fostering continuous improvement and maintaining strong relationships with internal and external stakeholders, consultants and contractors.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Effective delivery of facilities management programs	Day-to-day facilities operations delivered efficiently and in accordance with approved programs, budgets and service standards
Successful delivery of capital works and maintenance programs	Projects delivered within scope, time, cost, quality, safety and environmental requirements
Asset condition and performance maintained	Buildings, car parks and infrastructure meet legislative, safety, quality and customer requirements
Best-practice asset management outcomes	Asset lifecycle strategies consider whole-of-life costs, risk, sustainability, access, amenity and community expectations
Strong contractor and consultant performance	Contractors inducted, managed and monitored to achieve safety, quality and performance outcomes
Effective stakeholder engagement	Clear communication and positive working relationships maintained with internal and external stakeholders
Sound financial and risk management	Budgets managed within delegation, risks identified and controlled, and financial reporting completed accurately
Continuous improvement in asset and project delivery	Implementation of improved systems, processes and practices that enhance efficiency, governance and service outcomes
Team leadership and capability development	Effective supervision and performance management of staff; training needs identified and development plans implemented.

Decision Making Authority and Responsibilities	
Decision Making	• Decisions with delegated authority as granted by CEO. • Issue instructions and sign correspondence relevant to the position • Prepare, manage and control budgets within delegated limits • Authorise expenditure in accordance with delegation schedules • Identify, assess and manage risks and emerging issues • Engage, manage and monitor contractor performance and stakeholder relationships
WHS Responsibilities	• Ensure all works comply with Council Work Health and Safety policies, procedures and legislative requirements • Ensure contractors and consultants are appropriately inducted and comply with WHS requirements • Identify hazards and implement effective risk controls across all projects and facilities
Financial Delegation	• As per relevant delegation schedules.
Key Relationships	
Who	Why
CEO and Directors	• Strategic direction, approvals and organisational alignment
Managers and Coordinators	• Program coordination, operational delivery and reporting
Project Control Groups	• Governance, risk management and project oversight
Asset Management and Finance Teams	• Asset lifecycle planning, budgeting and financial reporting
Internal and External Stakeholders	• Consultation, collaboration and service delivery outcomes
Contractors and Consultants	• Project delivery, compliance and performance management

Position Requirements	
Qualifications, Knowledge, Skills and Experience	
Essential:	Qualifications • Tertiary qualifications in Architecture, Building Construction, Project Management, Facilities Management or a related discipline • Construction Industry Induction Card (White Card) • Current Class C Driver's Licence Experience • Minimum ten (10) years' experience in the Facility Management industry • Demonstrated experience initiating, planning and managing complex building and asset lifecycle • Experience across local government, state government and/or private sector environments • Proven experience preparing briefs, specifications, tenders and administering contracts • Demonstrated ability to manage scope, program, budget, quality, safety and environmental outcomes • Proven experience coordinating multi-disciplinary consultants, trades and contractors • Extensive experience developing and maintaining effective relationships with stakeholders, agencies and the community • Demonstrated experience in strategic asset management and the asset management planning cycle • Demonstrated experience leading a team Knowledge and Skills • Sound knowledge of heritage approval processes, the Building Code of Australia, Disability Discrimination Act and relevant standards and codes • Strong knowledge of Work Health and Safety practices, EEO principles, ethical conduct and diversity • Knowledge of relevant legislation including the Building Code of Australia and National Construction Codes • Knowledge of asset management planning for building and recreational infrastructure • Understanding of local government operations, procurement processes and construction administration

Desirable (if applicable):

- Experience in developing Asset Management Plans
- Project management professional practices
- Financial and budget management expertise
- Negotiation, mediation and conflict resolution skills
- Business planning capability
- Knowledge of environmental sustainability principles

Signature

By signing below, I understand the contents and expectations of this position description.

Name

Signature

Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describing the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.