

Facilities Officer Job Description

Purpose of Position:

The focus of this position is to assist with the coordination and completion of building and grounds maintenance for the Hamilton site. This includes ensuring that maintenance work completed in a safe and compliant manner.

Functional Relationships:

Reports to:	Facilities Manager
Reporting staff:	N/A
Liaise with:	Facilities team members, Management, Team Leaders, Facilities Manager, Laboratory Staff, suppliers and contractors
In absence of incumbent:	Facilities Manager
Financial Authorities:	All authorities will be in accordance with agreed financial budgets and relevant policies.

About Hill Laboratories:

We are recognised by our Clients as being a leading provider of commercial analytical services to a wide variety of Clients and Industries within the domestic and international markets, and we continuously strive to use the latest technologies available to supply the most accurate and reliable results.

Our Vision:

We are a lab of choice because we are reliable, trusted and respected. We are the recognised experts in our field and we make it easy for our Customers to work with us.

Our Values (PIHA):

People are valued and we enjoy our work

Innovation and Agility

Honesty and Integrity

Accountability and Discipline

Our Reason for Being

We make a difference for our customers by helping them increase their productivity, ensure safety, minimise environmental impact, meet regulatory requirements and support their communities' well-being.

Accountability	Deliverables / Outcomes
Operational	<ul style="list-style-type: none"> • Contribute to the effective delivery of the preventative maintenance schedules for the Hamilton site. • Coordinate and carry out repairs and maintenance, as and when required, for buildings and grounds • Ensure that Facilities Work Requests assigned to you via Jira are completed in a timely manner • Report issues or concerns to the Facilities Manager in a timely manner • As and when required, complete tasks for other Hill Laboratories sites
Personal Development	<ul style="list-style-type: none"> • Participate in annual performance reviews with your direct line manager • Actively participate in the assessment and implementation of work related learning and development opportunities • Meet training requirements of the role
Health and Safety	Take responsibility for personal compliance with Health and Safety Legislation, Regulations, Policies and Procedures, and ensure the safety and wellbeing of those within the work environment (including external contractors, visitors and volunteers).
Continuous Improvement	<ul style="list-style-type: none"> • Identify ways to improve profitability, performance and efficiency
Quality Management and Broader Organisational Goals	<ul style="list-style-type: none"> • Follow all company policies and procedures • Ensure that the workspace is clean and safe; actively promote all aspects of Health & Safety in the workplace • Understand and adhere to Hill Laboratories quality systems and processes as they relate to this role

Educational and experience competencies required:

1. Two years relevant experience in building repairs, maintenance and mechanical repairs
2. Demonstrated experience working successfully with contractors
3. Experience with air conditioning, compressed gasses, mechanical, plumbing or purified water systems would be desirable, but not necessary
4. Computer skills; including scheduling software or similar

Key Performance Measures:

1. Work is completed in agreed timeframes and to accepted Quality and Health & Safety Standards
2. Agreed team goals are met
3. Personal Development Goals are met
4. Practise company values and expected behaviours

Behavioural competencies required:

- 1. Is a role model of positive behaviours and values** – lives the values of Hill Laboratories, leading others by example. Will ‘roll their sleeves up’ and help teams out when needed. Has a positive influence on the culture of the staff they lead, and on the organisation as a whole.
- 2. Honesty and Integrity** – while this is a value of the organisation, this role requires particular diligence for the incumbent, their staff and as a watchdog generally.
- 3. Communication** – is an effective communicator with staff, peers, and those in more senior roles in the organisation (including Directors). Is able to convey both positive and negative feedback in a constructive manner. Recognises areas in which communication is required, and is proactive in addressing these communication needs.
- 4. Reliably delivers on results** – has the time management and organisational ability to ensure that agreed outcomes are delivered in an orderly and reliable way. Has a personal aspiration to meet and exceed the targets set. Deals well with problems, finding solutions while not allowing stress or pressure to affect behaviours.
- 5. Improvement focus** – is proactive in finding solutions to problems, and ways to improve processes that will increase efficiency or improve outcomes for staff and customers.
- 6. Multiple focus** – Effective time manager with good organisational skills. Able to manage many projects at once. Organises and plans in advance - making contingency plans, assigning personnel and resources appropriately.
- 7. High Personal Work standards** – Sets high personal work standards and works to achieve them because of internal motivation.

Signed

Approved by:

(line manager name)

Position:

Signature:

Date:

Agreed To By:

(employee name)

Signature

Date:

<End>