Canberra Institute of Technology
RTO Code 0101 | CRICOS No. 00001K

Canberra Institute of Technology
Position Description

POSITION NUMBER:	**P51624**
CLASSIFICATION:	**SENIOR OFFICER (TECHNICAL) GRADE B**
POSITION TITLE:	**Senior Manager, Facilities**
DIVISION:	**Enabling Services and Partnerships Division**
COLLEGE/BRANCH:	**Facilities Operations and Campus Renewal**
SECTION:	**Facilities**
SUB SECTION/COST CODE:	1639
IMMEDIATE SUPERVISOR:	**P62095, Senior Director Facilities**

ABOUT US

Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning - and plays a major role in the development of the ACT's future workforce and building its skill base. As the ACT's public provider of VET, we are the cornerstone of the local skills and training system and deeply embedded in our community. The critical role we play in the Canberra economy and society is demonstrated by the significant influence of our graduates and educators. Our alumni embody excellence and proficiency in their respective vocations.

At our core, we strive for inclusion, providing equal access to education and training and enabling anyone to pursue their learning and career goals. We are dedicated to supporting social inclusion, offering all who walk through our doors a sense of place and belonging, and the confidence to participate in the workforce.

Our strategic ambition is outlined in our CIT Strategy 2025-2035: *Skilling for the future equipping you for life*. This strategy sets four objectives to guide our actions towards achieving our vision to be *renowned for our inclusive and dynamic approach to teaching and learning that meets the needs of students, industry and the community*. These strategic objectives are:

- Our training meets the skills needs of today, tomorrow and beyond.
- Our teaching and learning is leading edge and enhances student outcomes.
- Our people are equipped to achieve our strategy.
- Our foundations support the delivery of our strategy and enable future growth.

OUR PEOPLE

CIT cultivates its workforce to create an environment where our people thrive, are motivated and embrace leading roles in achieving our ambitions. Our values of student-centric, belonging, connection, excellence, integrity and wellbeing guide every decision and action that we take. They steer us towards our purpose and create a culture of trust, collaboration and accountability. These values are aligned to the ACTPS values and signature behaviours which are underpinned by the ACT Public Service (ACTPS) Code of Conduct.

CIT is committed to building a diverse workplace through an inclusive workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with disability, and LGBTIQ+ people, are encouraged to apply.

ENABLING SERVICES AND PARTNERSHIPS DIVISION

The Enabling Services and Partnership division delivers a comprehensive suite of strategic, operational, and support services across CIT. It integrates functions including strategic finance, financial management and compliance, audit and reporting, human resources, industrial relations, procurement, corporate governance, risk management, commercial contract management, facilities and asset management, and information and records systems.

The division also supports work health and safety, student administration systems, and corporate compliance, ensuring CIT meets its obligations as a Territory Entity and Territory Authority to the ACT and Australian Governments.

This division plays a critical role in:

- Driving commercialisation and new market development to support sustainable future skills growth.
- Partnering with CIT's core business areas to deliver competitive, student- and customer-focused systems and processes.
- Generating commercial revenue and delivering accurate data to support informed decision-making.
- Designing and implementing initiatives that enhance business performance and process improvement—positioning CIT as a provider of choice.

CIT FACILITIES TEAM

The CIT Facilities Department is responsible for supporting the institute by managing and controlling all CIT campus operations including capital works, building maintenance, grounds maintenance, security and access control, vehicle fleet, energy management and environmental sustainability management, contract management and contractor work health and safety inductions. The CIT Facilities Department is comprised of project officers and operational teams located at Bruce, Woden, and Fyshwick campuses.

THE POSITION

The Senior Manager reports to the Senior Director, Facilities

This position provides leadership through strategic planning and coordination of facilities management across CIT's property portfolio, ultimately providing safe and fit for purpose teaching campuses. This includes such functions as infrastructure planning, project delivery and property management (asset and facilities). The occupant of the position will develop a whole-of-organisation facilities management strategies such as leading the development and implementation of the Better Infrastructure Framework and Asset Renewal Program.

The Senior Director, Facilities generally relies on this position for the provision of complex advice to enable the achievement of performance measures, to assist in managing risk, to support governance and as required represent the Facilities area and CIT more broadly in internal and external forums.

RESPONSIBILITIES

Reporting to the Senior Director, Facilities, the Senior Manager, Facilities will:

- Support in the planning, coordination, and delivery of building-related infrastructure repair, maintenance, and minor capital works across CIT campuses, ensuring safe and fit-for-purpose environments that support organisational outcomes.
- Provide strategic input into facilities planning, including asset lifecycle management, infrastructure planning, and contribution to whole-of-organisation frameworks such as asset renewal and infrastructure programs.
- Apply sound strategic and operational expertise to deliver business outcomes, while fostering a high-performing, customer-focused team aligned with CIT cultural traits and ACT Public Service values.
- Manage complex procurement and contract arrangements for facilities services and capital works, ensuring compliance with legislative, governance, and organisational requirements.
- Lead, manage, and build capability within a team of maintenance, technical, and operational staff, promoting a culture of accountability, collaboration, and customer service excellence across building services, cleaning, security, and related services.
- Work collaboratively with the CIT Work Health and Safety team to support safe service delivery, including incident coordination, risk management, and compliance with WHS legislation, codes, and standards.
- Manage budgets, forecasting, and financial performance of facilities operations, ensuring delivery within agreed parameters and supporting effective decision-making and value-for-money outcomes.
- Develop and maintain effective relationships with internal stakeholders, ACT Government agencies, contractors, and suppliers, and represent the Facilities function in relevant forums as required.
- Prepare high-quality briefs, reports, and correspondence, and provide timely, accurate advice to senior executives to support governance, decision-making, and organisational performance.
- Provide high-level advice and reporting to senior leadership to support governance, risk management, and organisational performance outcomes.
- Drive continuous improvement and innovation across facilities management practices, including challenging existing approaches and identifying opportunities to enhance service delivery.
- Promote high-quality, customer-centric service principles and ensure all activities align with CIT policies, cultural traits, and ACT Public Service values and behaviours.
- Undertake other duties as required, consistent with the classification level of the position.

SELECTION CRITERIA

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Proven high level skills and experience delivering planned and reactive facilities and maintenance services and minor capital upgrades through trade staff and contractors, including but not limited to work health and safety, procurement, contract management, performance and workforce culture.
2. Demonstrated understanding and experience in facilities management, capital works and asset lifecycle management.
3. Demonstrated understanding of the National Construction Code, Codes of Practice and relevant Australian Standards as related to facilities management, repairs and maintenance activities.
4. Highly developed communication and interpersonal skills, including the ability to build relationships across a broad network of internal and external stakeholders and customers and lead negotiations with persuasion and diplomacy on a range of complex and/or sensitive issues.
5. Demonstrated ability to model the CIT cultural traits and ACT Public Service values and signature behaviours, knowledge of and the ability to work in accordance with, and implement agreed CIT policy and principles, respect, equity, and diversity (RED), work health and safety (WHS) and workplace participation.

Behavioural Capabilities

- Cultivate productive working relationships to achieve individual, team and /or organisational results.
- Ability to decipher complex issues and present a reasonable and practical solution grounded in subject matter advice and in accordance with relevant rules, frameworks and regulations.
- Demonstrated capacity to be responsive, manage competing priorities to meet to tight deadlines, with impeccable attention to detail, and to contribute to various activities across the Institute.
- Commitment to a positive work culture by modelling the CIT's Cultural Traits (Customer Centric, Professionalism, Collaborative, Trusted, Adaptable, Accountable, and Inspirational) and the ACT Public Sector Employee Values (Respect, Integrity, Collaboration and Innovation).
- Lead by example to embed organisational values and behaviours in day-to-day operations, fostering a culture of accountability, professionalism, and customer service excellence.
- Create and sustain an inclusive and high-performing team environment that values diverse contributions and supports collaboration across teams and stakeholders.

MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENSING

- Hold a current drivers licence (Class C)
- An associate diploma from an Australian technical and further education (TAFE) institution or equivalent; or relevant experience, training or accreditation to perform the duties relevant to facilities, campus and general estate management.
- Qualification/s in infrastructure project management would be highly regarded.
- All CIT and ACTPS employees are required to complete a criminal history record check form prior to commencement of employment.
- Possession of a Fire Warden and first aid certificate (or ability to obtain) are highly desirable.
- Possession of a Construction Induction (White Card), Asbestos Awareness and Silica Awareness training (or ability to obtain) are highly desirable.

DESIRABLE

- A trade qualification and/or minimum 5 year's experience in Facilities Management

Position Description updated: 27 May 2026