



- COLLINGWOOD FOOTBALL CLUB -

## JOB OPPORTUNITY

Collingwood Football Club is embarking on a new chapter and is looking for the right professionals to shape the club's next 126 years. Now with seven elite sporting teams under the one roof at the Holden Centre, the club is reimagining its future.

While always committed to challenging and innovating in the pursuit of excellence as a high performance organisation, Collingwood also prides itself on being a leader in the community. This is your opportunity to be part of the changing landscape of Australian sport in the heart of Melbourne's Olympic Park.

### Facilities Manager

Collingwood Football Club is looking for an enthusiastic and proactive Facilities Manager to join us at the Holden Centre! This is a fantastic opportunity for a self-motivated professional, with strong initiative, who is looking to take the next step in their career and get involved in an exciting sporting environment.

The successful applicant will manage all of Collingwood's major facilities, including the Holden Centre, the Glasshouse, Victoria Park and our Foundation Magpie Nest houses, whilst also playing an important role in our new developments and future projects.

From a facilities management perspective, the position will be responsible for the management of all of the Holden Centre/Glasshouse facilities, including that of the event spaces, theatre, eatery and gymnasiums, as well as assisting with the general upkeep of our grounds. You will arrange and maintain all cleaning, security, night patrol, general maintenance and waste removal contracts, whilst proactively working with relevant departments in regards to the club's procurement strategy and assisting with ensuring to engage the most effective supplier agreements.

Another important component of this role is relationship management and the responsibility of managing and liaising with external stakeholders, such as Melbourne & Olympic Parks Trust (MOPT) and the Big Group, as well as other sporting clubs within the precinct and relevant city councils. You will act as Chairperson of our Occupational Health & Safety Committee, as well as Chief Fire Warden and represent Collingwood at all MOPT precinct OH&S committee meetings.

Other responsibilities include:

- Management of the facilities and maintenance budgets for the Holden Centre, the Glasshouse and the CFC Community Centre
- Overseeing of the building management systems at the Holden Centre, Glasshouse and CFC Community Centre
- Management of the general repair and maintenance of the Foundation's Magpie Nest Houses
- Management and co-ordination of all trade representatives and contractors attending CFC facilities
- Liaise with the Big Group, for function booking requests, including for use of oval, Holden Centre rooms, car-parking passes etc.
- Liaise with Victoria Park tenants and Yarra City Council, as required, and regular attendance at Victoria Park tenant meetings
- Management of all CFC car parking at Olympic Park and Melbourne Arena, and main contact with MOPT regarding any car parking requests and/or issues
- Management and implementation of the club's Organisational Risk Management plan
- General upkeep of relevant first aid kits as well as main contact with St John for regular restocking

Our ideal candidate will have experience in a similar role, with a comprehensive knowledge of industry best practice and the relevant legislative requirements relating to facilities management, as well as a keen interest in the sporting industry. You will have proven experience with negotiation, problem solving and the ability to work to strict deadlines.

If you believe this could be the next step in your career, and would like to apply for this exciting opportunity, please send through your resume to [careers@collingwoodfc.com.au](mailto:careers@collingwoodfc.com.au). **Applications close Friday 31 May 2019.**

