



## BANK OF PAPUA NEW GUINEA

### Position Description

<b>Job Title</b>	Unit Manager-Building and Property Management
<b>Reporting to</b>	Manager, Facilities and Properties Management Department (FPMD)
<b>Location</b>	Port Moresby
<b>Salary range</b>	TBA
<b>Employment Type</b>	TBA

#### **Role Descriptions:**

The Building manager is responsible for the Building and Property of the Bank. The manager will effectively and efficiently manage staff within the unit to deliver on the above functional responsibilities by taking responsibility for the following accountabilities:

- Maintain and service all Bank properties
- Maintain plant to meet ongoing and long-term needs
- Manage lease agreements and contracts and manage relationships with external suppliers
- Delivers Key Results in accordance with an annual performance agreement and the Departments plans
- And can work across the bank to ensure smooth transition and progress of work within and outside of the bank buildings.

#### **Responsibilities**

- Oversee building compliance with health, safety, fire, and environmental regulations, and ensure required inspections and certifications are up to date.
- Ensure compliance with all legal, statutory and organisational policy requirements.
- Report to the department manager on overall unit performance, unit contributions to the achievement of functional objectives, unit capacity and individual staff performance.
- Prepare, negotiate, monitor and report on operational work plans for the unit.
- Manage and oversee the maintenance for the day to day management, maintenance, safety, and compliance of the Banks buildings and infrastructure.
- Coordinate building renovations, refurbishments, and fit-outs in collaboration with project and procurement teams.
- Conduct regular inspections and maintain detailed records of maintenance activities and building conditions
- Supervise contracted services providers including security, electrician, plumbers, air conditioning technician, and other trades people.
- Measure, monitor and evaluate self-performance to improve operational performance within the Unit in order to contribute to the overall Department's goals and objectives.
- Maintain and develop the capacity of the unit, particularly the level of skills, knowledge and experience required for the unit to meet its responsibilities.
- Undertake performance management for all unit staff in accordance with Bank's practises and policies.
- Prepare, negotiate, monitor and report on operational work plans for the unit.
- Prepare and manage building-related budgets and monitor expenditure against allocations.
- Delivers Key Results in accordance with an annual performance agreement and the Unit's work plans.

## **Requirements**

### ✓ **Minimum Qualifications & Certifications**

- Bachelor Degree in Building, Architecture, Property Management or related field from a recognized institutions.

### ✓ **Work Experiences**

- The incumbent will have minimum 5 years of proven experience in building/facility management in a large organization or institution
- Vast experience in managing properties and valuable commercial assets
- Experience managing maintenance teams and service contractors.
- Sound knowledge of building systems, compliance standards, and occupational health and safety

### ✓ **Skills/Attributes/Competencies**

- Excellent written and oral communication skills
- Managerial skills in property management
- Strong leadership and supervisory skills.
- Excellent organizational and time management abilities.
- Good negotiation and contractor management skills.
- Sound problem-solving and analytical skills.
- Strong communication and interpersonal skills.
- Proficient in MS Office and facility management software.
- Understanding of risk management and compliance frameworks.

## **Working Relationship**

The Unit Manager will established and maintained the following internal & external relationship.

### ✓ **Internal Relationship**

- Be directly accountable to the Assistant Governor, Corporate Affairs Group.
- Liaise and work closely with unit staff, other Managers and staff within the FPMD and other internal clients in areas of common interest
- Be directly responsible for Building and property Unit staff

### ✓ **External Relationship**

- Develop and maintained working relationships with relevant external parties
- Contractors, Valuers, Service providers

## **Authority Levels**

### ✓ **Financial Authorities:**

- Authorized within Approved budget
- Seek approval of designated management committee for administrative matters beyond approved budget

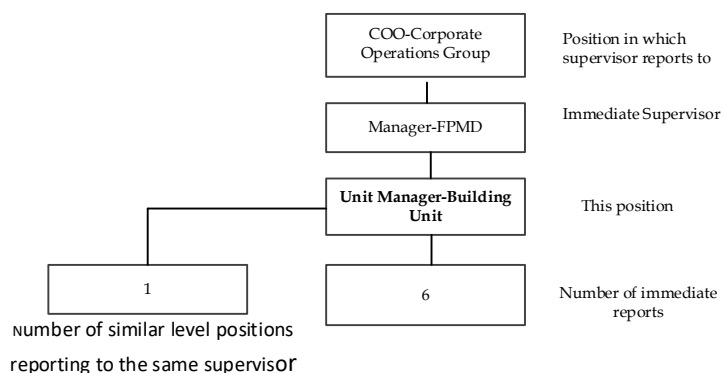
### ✓ **Staffing Authority:**

- Recommended filling of Unit Vacancies
- Recommend reviews of establishment

### ✓ **Policy/Procedure Authority:**

- Recommend to review policies
- Review where necessary

## **Reporting Relationship**



<b><u>Function</u></b> Corporate Functions	<b><u>Objective 9:</u></b> High Performing Culture is Striving  <b><u>Objective 10:</u></b> Targeted Capability is Uplifted and performance is improved
<b><u>Goal 6</u></b> Establish BPNG as a modern high performing and trusted institutions	<b><u>KRA 9.1-9.5</u></b> Our team models our values of integrity, efficiency, transparency, professionalism, teamwork and accountability  <b><u>KRA 10.1-10.5</u></b> We understand the Bank's future needs and are preparing the workforce to meet new challenges.

## **Bank Values:**

- Integrity – with integrity we build good governance and credibility.
- Transparency – with transparency our decisions stand scrutiny.
- Accountability – through accountability we take responsibility for our decisions and actions.
- Efficiency – with efficiency we produce quality results on time and on budget
- Professionalism – through professionalism we strive for best practice.
- Team work – through team work we benefit from sharing skills, knowledge and experience.