

Park Facilities Manager

Position Description

Reporting to:	Community Food Systems Director	Work location:	CERES Park, Brunswick East
Department:	Park Facilities	Budget holder:	Park Facilities
Team:	Hospitality & Engagement	Direct reports:	Park Facilities Groundsperson Park Facilities Maintenance Technician
Classification:	EM4 \$85,000 per annum, including SGC Full time - part time negotiable	Working conditions:	4 - 5 days per week (includes rostered Saturdays) Role includes physical tasks working outdoors with tool use

About CERES

CERES is a not-for-profit environmental education centre, urban farm and social enterprise hub spread across four locations, linked by the Merri and Darebin Creeks on Wurundjeri Country, Melbourne. We are a registered charity with the principal purpose of protecting and enhancing the natural environment.

Starting as a rubbish tip, CERES has grown into a thriving green hub: a model for urban farms around Australia, a living education centre for environmental best practice, and an incubator for better business and ideas that might just change the world. More than half a million people visit the site each year, and its social enterprises - which include cafes, market gardens, an organic grocery and bakery, sustainable timber, home-delivered groceries (CERES Fair Food), a retail nursery, workshops, school education and regular events and festivals - reach many more.

About CERES Park Facilities

CERES Park Facilities consist of a wide range of constructed buildings e.g. office spaces, classrooms, pergolas, outdoor shelters and facility infrastructure such as outdoor seating, signage, educational displays, fencing, pathways and landscaped areas. Overarching management systems include onsite filtration systems, renewable energy systems, waste management, cleaning programs and safety systems such as fire safety alarms.

Our unique 4.5 hectare Park itself poses some unique challenges being a reclaimed landfill site. All constructed buildings and infrastructure are designed and maintained utilising sustainable principles and reclaimed, repurposed or ethically sourced resources. With over 450,000 visitors each year to the CERES Park, it is vital that our facilities and buildings are safe, secure and accessible.

Role purpose

Lead the safe, sustainable and effective management of the CERES Park's buildings, facilities and public spaces, ensuring they remain welcoming, accessible and fit for purpose.

The Park Facilities Manager leads the management, compliance and continuous improvement of all buildings, infrastructure, facilities and public spaces across the CERES Park.

Working across both strategic and operational activities, the Park Facilities Manager oversees asset management, maintenance planning, contractor performance, general operations and infrastructure projects. This position plays a key role in contributing to an exceptional visitor experience and supporting the delivery of CERES programs, events and commercial activities.

As the nominated Brunswick East Site Safety Lead, the role also provides leadership in workplace health and safety, emergency preparedness and risk management.

Key areas of accountability

Park Facilities Management

- Lead the sustainable management, maintenance and continuous improvement of Park buildings, infrastructure and assets.
- Oversee the safe and efficient operation of facilities, including maintenance, contractors, utilities, waste and cleaning services.
- Ensure compliance with all relevant building, licensing, permit and regulatory requirements.
- Deliver minor capital works, refurbishments and infrastructure upgrades.
- Develop a lifecycle planning framework that supports infrastructure renewal and long-term sustainability.
- Respond to facility emergencies as required, including participation in a rotating weekend on-call roster.
- Identify and deliver opportunities to improve visitor experience, environmental sustainability and operational performance.
- Provide logistics and site preparation support for community events, festivals and site activities.
- Ensure public spaces remain safe, accessible and welcoming during peak visitation periods.

Safety, Compliance and Risk Management (Brunswick East)

- Lead the implementation and continuous improvement of workplace health, safety and security systems across the CERES Park.
- Act as the Brunswick East Site Safety Lead, working closely with the Human Resources Manager and contributing to the organisation-wide Safety Committee.
- Ensure compliance with relevant legislation, permits, organisational policies and statutory obligations.
- Oversee Essential Safety Measures (ESM), emergency preparedness, evacuation planning, routine inspections, fire systems and facility compliance.
- Participate in incident investigations and ensure corrective actions are implemented.
- Foster a positive safety culture through education, consultation and continuous improvement.

People Leadership

- Manage all Park facilities staff and external contractors, ensuring quality standard of service, productivity in line with budget projections, and regulatory compliance.
- Lead, develop and support the Park Facilities team, including recruitment, induction, performance development and workforce planning.
- Work collaboratively across CERES departments to maintain safe, functional and welcoming facilities and parkland for a greater visitor experience.

Financial Management

- Collaborate with the Community Food Systems Director to develop annual budget targets and monitor financial performance.
- Identify opportunities to improve operational efficiency and financial sustainability.
- Work in alignment with CERES purpose, vision and strategic plan
- Support the pursuit of new initiatives and opportunities such as program partnerships, in-kind contributions and grants.

Other duties as directed up to and consistent with skills and level of responsibility of the position

Person specification

Essential

- Demonstrated experience managing facilities, buildings, infrastructure or public assets within a complex operational environment
- Strong understanding of facility maintenance systems, asset management principles, infrastructure planning and regulatory compliance.
- Experience leading workplace health and safety systems, including risk management, incident investigation, contractor safety and regulatory compliance.
- Experience delivering maintenance and capital works projects, including contractor management, procurement and resource planning.
- Demonstrated people leadership experience, with the ability to build collaborative and high-performing teams.
- Experience managing operational budgets and identifying opportunities to improve financial sustainability.
- Experience using project management software (e.g. Asana).
- Capacity to undertake physical work in an outdoor environment.

Desirable

- Demonstrated commitment to environmentally sustainable building and resource management practices.
- Experience leading safety systems within a high visitor public space, community facility or visitor attraction.
- Experience working on environmentally sensitive or complex sites.
- Experience working within the not-for-profit or community sector.
- Experience operating specialist equipment including power tools.

Qualifications

- Relevant facilities management qualification or equivalent demonstrated experience
- Working with Children Check Clearance (WWCC) if working with young people - compulsory
- First Aid certificate (HLTAID011) - compulsory
- Current Victorian drivers license - compulsory
- Fire Warden with extinguisher training - highly desired
- Certificate IV in Work, Health and Safety (BSB41419) - highly desired

Health, safety, security and risk management

- Be a role model for safety and security including complying with all safety instructions and training given at the workplace
- Act in a safe manner at all times and participate with keeping all employees, contractors and volunteers safe whilst on and off the premises
- Report all incidents, potential hazards and injuries in a timely manner
- Be aware of the risks associated with your team's every day work and ensure appropriate mitigation measures are applied

CERES Child Safe standards

- In line with the *Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015*, CERES is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.
- CERES Upholds itself as an organisation committed to the right to survival, protection, development, participation and empowerment of all children and young people.
- Is committed to the cultural safety of Aboriginal children, young people and children and young people from culturally diverse and/or linguistically diverse (CALD) backgrounds and to providing a safe environment for children and young people with a disability.