

Background

This proposal outlines the changes proposed within the **Facilities and Services Division (the Division)** to support and respond to the ANU Recovery Plan for The Australian National University (ANU), the Operations Portfolio Recovery Plan, and the Service Performance Framework.

This proposal outlines how the Facilities and Services Division will evolve to reflect the University's changing circumstances and needs. Throughout this process we have focused on how best to propose how Facilities and Services Division could evolve to reflect the changing needs and circumstances of the University. The proposed changes take into consideration the best delivery model for meeting demand for services. The proposal sets out specific details and information on the proposed changes within the Facilities and Services Division (the Division) and seeks consultation and feedback on the proposed changes as well as providing the guiding principles which will support any confirmed changes that may need to be implemented.

The proposed service model is flexible, demand-responsive, cost-effective and allows for growth and cross-skilling of our workforce. The Change Proposal focuses on several key principles including:

- Spread the responsibility of work, management and accountability for service delivery more evenly across all areas and create opportunities for growth and cross-skilling of team members.
- Increase our focus on achieving more efficient building management of our existing assets.
- Optimise the use of our budget within the allocated Expenditure Control Framework.
- Realign the internal services to improve customer service.

This managing change document (herein referred to as the Change Proposal) outlines the rationale for the proposed organisational change and the nature of the changes proposed within the Division. It includes an indicative timetable for consultation, feedback and implementation.

The objective of the Change Proposal is to outline and consult on the proposed changes for the Division and how they align with and enable the Division to respond to the ANU Recovery and the Operations Portfolio Recovery Plan. The Operations Recovery Plan was developed to enable the Portfolio to support the University to emerge strongly from the current global pandemic, while delivering critical services, advice and infrastructure that is driven by a commitment to excellent customer service and supporting the University's strategy and unique national responsibilities.

Part 2: Rationale

The Division provides essential support to the physical environment and enables the University's teaching, research and administrative functions. It maintains and enhances the University's buildings, grounds and infrastructure in several locations across Australia including the Acton Campus, Kioloa, Siding Spring Observatory, Mount Stromlo Observatory and the Northern Australian Research Unit at Darwin.

Its tasks are wide-ranging, from the management of major construction projects to the provision of security and cleaning services. The Division has a broad client base which ranges from students to staff to lease/licence holders to campus visitors – all who can observe and comment on the quality of their physical environment.

The Division's goal is to provide a research, study and working environment that enables excellence in teaching, learning and research.

The Division needs to respond to the ANU Recovery Plan and position itself to emerge strongly while operating within a constrained financial environment and realigning its internal responsibilities to create better working efficiencies and an improved customer experience for our stakeholders. The changes outlined in this proposal seek to address the gaps or duplication in functionality, service or administrative work; optimise the use of our budget; spread the responsibility of work and management across all areas and create opportunities for growth and cross-skilling of team members.

The Division is currently structured into four portfolios: Maintenance, Corporate and Client Services, Operations, and Projects and Space.

Maintenance

The University has significantly reduced its major capital expenditure and must focus on better and more efficient building management of our existing assets.

The existing team comprises three streams of activity:

- Service Delivery: a large team focussed on specialist trades and related services for maintenance, along with the Maximo systems support team.
- Asset, Engineering, Technical Services: a large multi-disciplinary team with responsibility for our asset management, engineering and technical advice, fire and emergency management; scheduling statutory maintenance programs of work and hazmat services.
- Client Relationship and Scheduling team: a team that operates in two areas – with our building custodians for scheduling of works and day-to-day engagement of maintenance matters.

In order to better integrate our building management responsibilities, we need to look at merging some of our existing services together, rather than operating in standalone functions. We want to improve the way we undertake our building and facilities management responsibilities including how we schedule our work, spend maintenance funds and how we go about doing the work on our existing buildings - not just from a maintenance perspective, but also building inspections, cleaning, customer service and innovation. Some areas across the Division have been identified as working within separate operational structures, causing duplication in service and at times, differing order of priorities leading to gaps in service. There is often some confusion by our ANU community on which area within the Division has accountability for resolving their facilities related service request and the outcomes. To create better synergies, it is proposed that the Maintenance portfolio be disestablished and its functions to be integrated across the Operations, Infrastructure and Planning and Corporate portfolios.

It is proposed that the existing maintenance services are moved into the following teams (with proposed individual roles/structure found under the Operations, Corporate and Infrastructure and Planning portfolios section):

- The Service Delivery team would be moved into two teams and reports into the Operations portfolio: the plumbing, electrical and mechanical trades to remain as the Building Maintenance team. The Maximo systems support team will move into the proposed newly created Building Operations team.
- The Asset, Engineering, Technical Services team would be moved into three different areas. The Asset team members will move to the newly named Infrastructure and Planning Portfolio (currently the Projects/Space portfolio) with a newly proposed Design, Space and Asset Management team. Some existing Engineering and Technical responsibilities will move to the newly named Infrastructure and Planning Portfolio (currently the Projects/Space portfolio), under a newly proposed Building Infrastructure team. The Fire and Hazmat roles and responsibilities will move to the Corporate Portfolio under the newly merged Governance and Compliance section – WH&S team.
- Some existing Client Relationship and Scheduling responsibilities would be moved to the Operations portfolio and merge with the proposed Building Operations team.

Operations

We want to establish Operations as the key leaders in building and facilities management. The intent of this group is to align and integrate all our campus operational services – from the time you enter campus, use a transport service, visit the gardens and grounds or work in your building. To achieve this, we are proposing to move roles and responsibilities from across the Division (including current maintenance activities) into the new Operations structure to have accountability across a more diverse and flexible range of functions. This team will be enabled to more proactively deliver services, respond to enquiries and see through the resolution process.

It is proposed Operations will comprise - Building Operations, Building Maintenance, Security and Transport, Gardens and Grounds and Satellite Sites. Our intent for the Satellite Sites is to provide better overall management and support to ensure a consistent approach and delivery of services to our site operations across all ANU locations.

The Security team is proposed to change to Security and Transport team. The focus of the team will combine all security, locksmith services, parking and transport services from across the Division.

The Service Delivery team within the current Maintenance portfolio is proposed to change to a newly created Building Maintenance team. The focus of this team will be on the majority of trade specific building maintenance and improving our contractual arrangements with external maintenance service providers. The proposed overall change will support and enable an equal spread of work and management responsibilities.

The Building Operations team is proposed as a new team, merging a range of services from within the Division to provide an integrated approach to building operations and efficiencies in staffing resources. It is proposed that this team will comprise of existing carpentry and general maintenance (handyman) services from Maintenance; cleaning, waste, recycling and COVID19 sanitation services; building systems support including Maximo, maintenance scheduling and central facilities points of contact along with the building management system (BMS) team.

The Remote Sites team is proposed to change to Satellite Sites. The focus of the team will not change; however, it is proposed to provide a greater level of support to remote staff, through the creation of a Manager, Satellite Sites and realign and change some roles to better reflect the nature and volume of work undertaken at each of the sites.

The Gardens and Grounds Team will have some realignment of responsibilities within the team.

Projects and Space

It is proposed to change the portfolio name to Infrastructure and Planning to better reflect the responsibilities.

The proposed Infrastructure and Planning will focus on Building Infrastructure, Design, Asset and Space management and be a key driver in the University's strategic property infrastructure arrangements. With changes to the existing capital funding and a focus on utilising our existing base more effectively, the proposed changes will bring together roles that specialise in capital works project management, technical building infrastructure, sustainability and space management.

The Projects team is proposed to change to the Building Infrastructure Team. The focus of the team will include campus capital works, a dedicated Hail Remediation team, certain engineering staff from the current Maintenance and merging sustainability and heritage functions from the current Operations portfolio. The collaboration of engineering, sustainability and heritage staff with capital building works will better support campus building infrastructure and increase the responsibilities in the sustainability, heritage and Below Zero areas, and result in efficiencies for staff resources. The proposed Hail Remediation team roles are mostly fixed term engagements and only appointed for the duration of the remediation works. The creation of more senior roles in the Campus Capital Works team will incorporate asset renewal projects (traditionally undertaken by contractors or partially by the existing technical team), along with a requirement to manage both highly technical and minor works projects simultaneously and ensure an increase in productivity and stronger administrative and governance compliance.

The Design, Asset and Space Management team is a newly created team and will merge existing functions of Asset Management from the current Maintenance and the existing Space functions into the one team. The intent of this team is to combine individual areas of knowledge (asset, space and master planning); address gaps in data and planning and contribute to the development of the Strategic Infrastructure Plan for the University.

Corporate and Client Services

It is proposed to change the name to 'Corporate' to better reflect the portfolio's responsibilities.

It is proposed that Corporate will focus on Commercial Services; Governance and Compliance; Teaching Services Support Team; Venues and Functions; Kambri Precinct Management and Divisional Support.

The Commercial Services team remains responsible for over 100 tenants across the ANU including the management of their space, leasing, licensing, associated leasing matters, monthly invoices, debt collection and utilities monitoring. Since COVID-19, this team has seen a 50% increase in workload, with the introduction last year of a 6-month Mandatory Code of Conduct between landlord and lessee and the majority of tenants seeking to renegotiate their lease terms one-on-one due to the financial impact on the retail sector. This increased workload is expected to continue for at least the next 24 months.

The current Divisional Support team is proposed to be renamed to the Governance and Compliance team and it is proposed to merge some existing services into this team. It is proposed that this team has two streams of work - the Division's significant WH&S responsibilities, supporting contractual arrangements, Quality Management System (QMS) and Governance reporting. The existing governance reporting is spread across many areas of the Division and there is a requirement to consolidate this responsibility to ensure all obligations are met.

The Teaching Services Support team was recently created through the Chief Operating Officer's Operations Portfolio Tranche 2 change proposal. This team has a dedicated focus on centrally timetabled teaching rooms and is the integration of F&S and Information Technology positions and staff members, with recruitment to vacant roles underway. The team is both administrative and operational in nature. There are no proposed changes to this team.

The current Functions and Parking teams is proposed to change to the Venues and Functions team. The new focus of this team is on all functions on campus, management of Llewellyn Hall, ANU Apartments and reservations for our satellite site accommodation facilities such as those at Kioloa, Siding Springs Observatory and NARU in Darwin. It is proposed to move the existing Parking Team to Operations and into the security team. The existing function of the Teaching Services Support team was moved as a standalone reporting line to the Associate Director, Corporate. This proposed team change would formalise temporary reporting arrangements made during the peak of the COVID-19 pandemic in 2020.

Kambri Precinct Management

Since the transition from development to the day-to-day operations of the Kambri precinct, the responsibilities of managing this precinct in its entirety has been split between several individuals in the Division. It is proposed to move all the Kambri Precinct Management to Corporate. Currently, there are missed opportunities to work across the University and stakeholders to better utilise the space with the responsibilities split across teams. There are gaps with managing the existing service providers on day-to-day performance and an increase in overall community engagement due to the pandemic, particularly around retailers and their compliance with ACT Health COVID obligations.

Part 3: The Nature of the Change

Summary of changes

It is foreseeable that the impact of this change proposal will involve:

1. Disestablishment of Maintenance including:
 - Direct transfer of 1 x Asset, Planning and Technical Services Manager to Asset Manager, Senior Manager 1 to Infrastructure and Planning
 - Direct transfer of 1 x Fire and Emergency Officer, ANU Officer 5 to Corporate
 - Direct transfer of 1 x HAZMAT Officer, ANU Officer 5 to Corporate
 - Direct transfer of 1 x Electrical Engineer, ANU Senior Manager 1 to Infrastructure and Planning
 - Direct transfer of 1 x Hydraulics Engineer, ANU Officer 8 to Infrastructure and Planning
 - Direct transfer of 1 x Mechanical Engineer, ANU Officer 8 to Infrastructure and Planning
 - Direct transfer of 1 x Mechanical Officer, ANU Officer 6/7 to Infrastructure and Planning
 - Direct transfer of 1 x BMS Engineer, ANU Officer 8 to Operations
 - Direct transfer of 1 x BMS Technician, ANU Officer 7 to Operations
 - Direct transfer of 1 x BMS Technician, ANU Officer 4/5 to Operations
 - Direct transfer of 1 x Service Delivery Manager to Building Maintenance Manager, Senior Manager 1 to Operations
 - Direct transfer of 1 x Plumbing Services Supervisor, ANU Officer 6 to Operations
 - Direct transfer of 1 x Electrical Services Supervisor, ANU Officer 6 to Operations
 - Direct transfer of 1 x Mechanical Services Supervisor, ANU Officer 6 to Operations
 - Direct transfer of 1 x Maximo Administrator, ANU Officer 5 to Building Operations team
 - Direct transfer of 2 x Plumbing Services Officers, ANU Officer 4 to Operations
 - Direct transfer of 1 x Plumbing (Infrastructure) Services Officer, ANU Officer 4 to Operations
 - Direct transfer of 3 x Electrical Services Officers, ANU Officer 4 to Operations
 - Direct transfer of 3 x Mechanical Services Officer (Fitter), ANU Officer 4 to Operations

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- Direct transfer of 1 x Building Services Leading Hand (Carpentry), ANU Officer 5 to Building Operations team
 - Direct transfer of 1 x Building Services Officer (Carpentry), ANU Officer 4 to Building Operations team
 - Direct Transfer of 1 x Building Services Officer (Locksmith), ANU Officer 4 to Security and Transport team
 - Direct Transfer of 2 x Maintenance Officers, ANU Officer 3 to Building Operations team
 - Direct Transfer of 1 x Scheduling Officer, ANU Officer 5 to Asset and Space Officer, ANU Officer 5
 - Direct transfer of 1 x Maintenance Officer, ANU Officer 3 to ANU Officer 3/4, Gardens & Grounds team
 - Disestablishment of 1 x Associate Director, Maintenance, Senior Manager 3 (VACANT)
 - Disestablishment of 1 x Mechanical Engineer, Senior Manager 1
 - Disestablishment of 1 x ETS Building Officer, ANU Officer 8
 - Disestablishment of 1 x Systems Manager, ANU Officer 8
 - Disestablishment of 1 x Client Relationship Manager, ANU Officer 8
 - Disestablishment of 1 x Client Relationship Officer, ANU Officer 6
 - Disestablishment of 2 x Scheduling Officers, ANU Officer 5
 - Disestablishment of 1 x Building Services Supervisor, ANU Officer 6
 - Disestablishment of 1 x Asset Planning Officer, ANU Officer 7
 - Disestablishment of 1 x Maintenance Services Supervisor, ANU Officer 6
 - Disestablishment of 1 x Maintenance Administration Assistant, ANU Officer 3 (VACANT)
2. Introduction of new structure for Operations including:
- Establishment of 1 x Building Operations Manager, Senior Manager 1
 - Establishment of 1 x Building Operations Supervisor, ANU Officer 6
 - Establishment of 2 x Facilities Officers, ANU Officer 5
 - Establishment of 1 x Facilities Officer, ANU Officer 2/3
 - Establishment of 1 x Building Systems Support, ANU Officer 6/7
 - Establishment of 2 x Building Support Officers, ANU Officer 4
 - Establishment of 1 x Building Support Officer, ANU Officer 2/3
 - Establishment of 1 x Grounds Officer, ANU Officer 2
 - Reclassification of 1 x SSO Site Manager, ANU Officer 8 to Satellite Sites Manager, Senior Manager 1
 - Direct transfer of 1 x Heritage Officer, ANU Officer 8 to Infrastructure and Planning
 - Disestablishment of 1 x Sustainability Manager, ANU Senior Manager 1 (VACANT)
 - Disestablishment of 1 x Cleaning Manager, Senior Manager 1
 - Disestablishment of 1 x NARU Operations Manager, ANU Officer 8
 - Disestablishment of 1 x Sustainability Officer, ANU Officer 6/7 (VACANT)
 - Disestablishment of 1 x Cleaning and Waste Officer, ANU Officer 5 (VACANT)
 - Disestablishment of 1 x Kioloa Administration Officer, ANU Officer 4 (part-time)
 - Disestablishment of 1 x SSO Grounds Maintenance, ANU Officer 3
 - All other existing Operations roles will remain in Operations. Additional roles from the current Maintenance and Corporate portfolios will also directly transfer to this team.
3. Introduction of new team name and structure for Projects and Space including:
- Establishment of 1 x Senior Project Manager, Senior Manager 2 (fixed term)
 - Establishment of 1 x Senior Engineering and Sustainability Manager, Senior Manager 2
 - Establishment of 1 x Senior Design, Asset and Space Manager, Senior Manager 2
 - Establishment of 1 x Project Manager, Senior Manager 1
 - Establishment of 1 x Project Coordinator, ANU Officer 6/7
 - Establishment of 2 x Project Administrators, ANU Officer 5 (fixed term)
 - Establishment of 1 x Asset Planning Officer, ANU Officer 8
 - Establishment of 1 x Asset and Space Officer, ANU Officer 5 (from Maintenance direct transfer)
 - Disestablishment of 2 x Project Officers, ANU Officer 8
 - Disestablishment of 1 x Deputy Space Manager, ANU Officer 8

- All other existing Projects and Space roles will transfer directly into the proposed renamed Infrastructure and Planning. Additional roles from the current Maintenance and Operations will also directly transfer to this team.

4. Introduction of new team name and structure for Corporate and Client Services including:

- Establishment of 1 x Kambri Manager, Senior Manager 1
- Establishment of 1 x Divisional Support Officer, ANU Officer 6/7
- Establishment of 1 x Administration Officer, ANU Officer 2/3 (12-month fixed term)
- Direct Transfer of 1 x Transport Manager, ANU Officer 8 to Operations
- Direct Transfer of 3 x Administration Assistants, ANU Officer 4 to Operations
- Disestablishment 1 x Assistant Accommodation Officer, ANU Officer 2/3 (VACANT)
- Disestablishment 1 x Accommodation Officer (Rental), ANU Officer 4 (VACANT)
- All other existing Corporate and Client Services roles will transfer directly into the proposed renamed Corporate portfolio.

Overall, the proposed changes may also include: a change in reporting or supervisory lines for some staff and positions; a change in work practices for some staff; and/or a change in conditions, including those that would be likely to lead to changed responsibility levels.

Maintenance

Summary of proposed staff position changes

Currently, Maintenance has 42 positions.

It is proposed that the portfolio is disestablished, and this would include the disestablishment of up to 13 positions. It is proposed that the remaining positions are directly transferred to the proposed Operations, Infrastructure and Planning or Corporate.

Fire, Emergency and Hazmat roles are proposed to move to Corporate the existing locksmith service and some maintenance roles such as specialist trades and maintenance, general building services, maximo systems support, carpentry, glazing and painting are proposed to move to the Operations and some engineering and technical services are proposed to move to the Infrastructure and Planning.

Directly transferred positions

It is proposed the following positions in Maintenance will be directly transferred into Operations, Corporate or Infrastructure and Planning. All the positions would be transferred at level and may require a role title change (these are detailed below) and all positions will have a position description review and update. This will enable the positions to be aligned to the requirements of the proposed new organisational arrangements for the Division.

Current	Current Position Title	Proposed	Proposed Position Title	Number of Positions
Maintenance	Service Delivery Manager, Senior Manager 1	Operations	Building Maintenance Manager, Senior Manager 1	1
Maintenance	Mechanical Services Supervisor, ANU Officer 6	Operations	Mechanical Services Supervisor, ANU Officer 6	1
Maintenance	Electrical Services Supervisor, ANU Officer 6	Operations	Electrical Services Supervisor, ANU Officer 6	1
Maintenance	Plumbing Services Supervisor, ANU Officer 6	Operations	Plumbing Services Supervisor, ANU Officer 6	1
Maintenance	Building Services Leading Hand (Carpentry), ANU Officer 5	Operations	Building Services Leading Hand (Carpentry), ANU Officer 5	1



Current	Current Position Title	Proposed	Proposed Position Title	Number of Positions
Maintenance	Maximo Administrator, ANU Officer 5	Operations	Maximo Administrator, ANU Officer 5	1
Maintenance	Scheduling Officer, ANU Officer 5	Infrastructure & Planning	Asset & Space Officer, ANU Officer 5	1
Maintenance	Infrastructure Plumber, ANU Officer 4	Operations	Plumbing Services ANU Officer 4	1
Maintenance	Plumbing Services Officer, ANU Officer 4	Operations	Plumbing Services ANU Officer 4	2
Maintenance	Electrical Services Officer, ANU Officer 4	Operations	Electrical Services Officer ANU Officer 4	3
Maintenance	Building Services Officer (Locksmith), ANU Officer 4	Operations	Building Services Officer (Locksmith), ANU Officer 4	1
Maintenance	Building Services Officer (Carpentry), ANU Officer 4	Operations	Building Services Officer (Carpentry), ANU Officer 4	1
Maintenance	Mechanical Services Officer (Fitter), ANU Officer 4	Operations	Mechanical Services Officer (Fitter), ANU Officer 4	3
Maintenance	Maintenance Officer, ANU Officer 3	Operations	Grounds Officer, ANU Officer 3/4	1
Maintenance	Maintenance Officer, ANU Officer 3	Operations	Maintenance Officer, ANU Officer 3	2
Maintenance	Asset Planning & Technical Services Manager, Senior Manager 1	Infrastructure & Planning	Asset Manager, Senior Manager 1	1
Maintenance	Electrical Engineer, Senior Manager 1	Infrastructure & Planning	Electrical Engineer, Senior Manager 1	1
Maintenance	Hydraulics Engineer, ANU Officer 8	Infrastructure & Planning	Hydraulics Engineer, ANU Officer 8	1
Maintenance	Mechanical Engineer, ANU Officer 8	Infrastructure & Planning	Mechanical Engineer, ANU Officer 8	1
Maintenance	Mechanical Officer, ANU Officer 6/7	Infrastructure & Planning	Mechanical Officer, ANU Officer 6/7	1
Maintenance	BMS Engineer, ANU Officer 8	Operations	BMS Engineer, ANU Officer 8	1
Maintenance	BMS Technician, ANU Officer 7	Operations	BMS Technician, ANU Officer 7	1
Maintenance	BMS Technician, ANU Officer 4/5	Operations	BMS Technician, ANU Officer 4/5	1
Maintenance	Fire & Emergency Officer, ANU Officer 5	Corporate	Fire & Emergency Officer, ANU Officer 5	1
Maintenance	Hazmat Officer, ANU Officer 5	Corporate	Hazmat Officer, ANU Officer 5	1

Disestablished positions within the proposed structure

The following positions are proposed to be disestablished as they would no longer be required, or their duties have been or would be ceased or distributed elsewhere within the proposed structure.

Associate Director, Maintenance, Senior Manager 3 (VACANT)

It is proposed that this vacant role will be disestablished. The proposed structure disestablishes the Maintenance Portfolio and the work associated with this position is no longer required and the duties have been or will be ceased or distributed elsewhere within the proposed new structure.

Mechanical Engineer, Senior Manager 1

It is proposed that this role will be disestablished as the work associated with this position is no longer required. The current structure has multiple mechanical engineering and officer roles and the new structure in the Infrastructure and Planning Portfolio redistributes the duties of this role. The leadership responsibilities of this Senior Manager 1 will fall into the Infrastructure and Planning portfolio - Building Infrastructure - Technical team (SM2 role) and the other duties will be redistributed to other roles within the new structure.

ETS Building Officer, ANU Officer 8

It is proposed that this role will be disestablished as the work associated with this position is no longer required. With the proposed transition of roles into the newly created Building Operations team in the Operations portfolio and the Infrastructure and Planning portfolios, the work associated with this position is no longer required and the duties have been or will be ceased or distributed elsewhere.

Systems Manager, ANU Officer 8

It is proposed that this role will be disestablished as the work associated with this position is no longer required and the duties have been or will be ceased or distributed elsewhere within the proposed new structure. Over the past 18 months, the maintenance system (Maximo) has been upgraded with an associated reduction in high level and heavy administrative based work and manual updating into the system. The proposed new structure will see the creation of a Building Systems Support team in the Operations portfolio.

Client Relationship Manager, ANU Officer 8

It is proposed that this role will be disestablished as the work associated with this position is no longer required and the duties have been or will be ceased or distributed elsewhere within the proposed new structure. The proposed new structure creates a Building Operations team in the Operations portfolio who will coordinate a holistic approach to facilities services, tracking of actions, issues resolution and the work with clients across all ANU sites.

Client Relationship Officer, ANU Officer 6

It is proposed that this role will be disestablished as the work associated with this position is no longer required and the duties have been or will be ceased or distributed elsewhere within the proposed new structure. The proposed new structure creates a Building Operations team in the Operations portfolio who will coordinate and support facilities services, tracking of actions and issues resolution and the work with the clients across ANU sites.

Asset Planning Officer, ANU Officer 7

It is proposed that this role will be disestablished as the work associated with this position is no longer required and the duties have been or will be ceased or distributed elsewhere within the proposed new structure. The proposed new structure will require an increase in the scope and responsibility and creation of an Asset Manager role at the ANU Officer 8 classification. This will enable support of the increased focus on the existing asset base, extensive analysis of building condition reports and creating new frameworks and plans to support the whole-of-university strategic infrastructure planning.

Building Services Supervisor, ANU Officer 6

It is proposed that this role will be disestablished as the work associated with this position is no longer required and the duties have been or will be ceased or distributed elsewhere within the proposed new structure. The proposed new structure merges the existing building services and maintenance services into the one team into the proposed Building Operations team in the Operations portfolio and will include a single Supervisor role.

Maintenance Services Supervisor, ANU Officer 6

It is proposed that this role will be disestablished as the work associated with this position is no longer required and the duties have been or will be ceased or will be distributed elsewhere within the proposed new structure. The proposed new structure merges the existing building services and maintenance services into the one team into the proposed Building Operations team in the Operations portfolio and will include a single Supervisor role.

Maintenance Administration Assistant, ANU Officer 3 (VACANT)

It is proposed that this role will be disestablished. The role is currently vacant. The proposed new structure reduces the overall management responsibility of the proposed Building Maintenance team and no longer requires an Administration Assistant role.

Operations**Summary of proposed staff position changes**

Currently Operations has 41 positions. Under the proposed structure, Operations will have 70 positions and will be responsible for the day-to-day operations on campus. It is proposed that 10 new positions are created, seven (7) positions are disestablished, one (1) position is reclassified and direct transfer of 26 positions. It is proposed that existing positions will be directly transferred either into the Operations portfolio, or the Infrastructure and Planning Portfolio structures and from the current Maintenance portfolio. Fixed-term staff will not be significantly impacted by the proposed new structure. There may be a change in reporting lines and position descriptions will be reviewed and refreshed consistent with the objectives of the proposed new structure.

New positions within the proposed structure

It is proposed that the following positions will be created within the new structure. All new positions are recommended to ensure that suitably qualified and experienced staff have the skills, qualifications and attributes to support the delivery of administration support for the Facilities and Services Division.

Building Operations Manager, Senior Manager 1

This proposed new position is recommended to be classified at ANU responsible for handling and overseeing the day-to-day operations and workflows of the ANU portfolio. This role will report directly to the Associate Director Operations and will act as lead to the other enabling service teams within the Division. The new role will require an expertise in managing multidisciplinary teams and contract management.

Building Systems Support, ANU Officer 6/7

This proposed new position is recommended to be classified at ANU Officer 6/7. Over the past 18 months, the maintenance system has been upgraded to a new version, reducing the heavy administrative based work and manual updating into the system. There is a requirement for a supervisor to oversee the large volume of scheduling, client enquiries and will coordinate activities such as quality assurance, works validation, monitoring of maintenance and facilities activities.

Building Operations Supervisor, ANU Officer 6

This proposed new position is recommended to be classified at ANU Officer 6. This role will ensure a uniform approach to the day-to-day coordination and management of repairs and maintenance requests received by the division. Under the guidance of the Building Operations Manager this role will develop and implement management and reporting practices to ensure a high level of client satisfaction. The key accountability and responsibilities for the role are to provide effective support to the Senior Managers; lead and manage the provision of a facilities contact centre; and coordinate the provision of responsive and expert advice to the University community.

Facilities Officer, ANU Officer 5 (two positions)

These proposed new positions are recommended to be classified at ANU Officer 5. These roles will be responsible for supporting the building operations supervisor by providing a service delivery and review function to operational teams. The key accountability and responsibilities for these roles are to assist in the

coordination of external contractors, undertaking building inspections, logging of work requests, oversee the delivery of contract deliverables, reports and the provision of responsive and expert advice to the University community.

Building Support Officer, ANU Officer 4 (two positions)

These proposed new positions are recommended to be classified at ANU Officer 4. These roles will provide high level support and advice to the Buildings Systems Support and Building Operations Manager on all client experience and support related aspects, including the development, design and implementation of contractor management practices. The key accountability and responsibilities for the role are to provide effective support to the service team members; lead and manage the provision of facilities lifecycle and scheduling operations; and coordinate the provision of responsive and expert advice to the University community.

Facilities Officer, ANU Officer 2/3

This proposed new position is recommended to be classified at ANU Officer 2/3. This role will be responsible for supporting the service functions by providing a multidisciplinary, non-technical support across all operational service teams, clients and other service areas across the University, with a focus on excellent customer service.

Building Support Officer, ANU Officer 2/3

This proposed new position is recommended to be classified at ANU Officer 2/3. This role will be responsible for supporting all operational facilities functions through a multidisciplinary, non-technical support service to operational teams, clients, and other service areas across the university, with a focus on excellent customer service.

Grounds Officer, ANU Officer 2

This proposed position is recommended to be classified at ANU Officer 2. This role will be responsible for supporting the grounds functions by providing a multidisciplinary, non-technical support within the grounds team.

Reclassified Positions within the proposed new structure

It is proposed the following position is reclassified consistent with an increase and change in ongoing responsibilities and requirement of the role within the proposed new structure.

SSO Site Manager ANU Officer 8 to Satellite Sites Manager, Senior Manager 1

Under the proposed changes, this role would include an increase in scope, becoming responsible for management oversight of all satellite sites of the Division and work with the Associate Director, Operations to streamline operational performance. Currently, all supervisory positions at the satellite sites report directly to the Associate Director, Operations and their day-to-day activities are undertaken in an isolated manner. There is a need to integrate the operational onsite functions into the broader Division processes and procedures, ensuring better contractor and contractual management, substantially improving our WH&S obligations and governance arrangements.

Disestablished positions within the proposed structure

The following positions are proposed to be disestablished as the work associated with the position would no longer be required, or their duties have been or would be ceased or distributed elsewhere within the proposed structure.

Sustainability Manager, Senior Manager 1 (VACANT)

It is proposed that this role will be disestablished. The position is currently vacant. The work associated with this position has ceased or redistributed into the Infrastructure and Planning portfolio at a more senior level.

Cleaning Manager, Senior Manager 1

It is proposed that this role will be disestablished as the work associated with this position is no longer required and the duties have been or will be ceased or will be distributed elsewhere within the proposed new structure. The proposed new structure creates a Building Operations team in the Operations portfolio. The proposed new

structure merges the existing building services, cleaning and maintenance services into the one team in the newly proposed Building Operations team.

NARU Operations Manager, ANU Officer 8

It is proposed that this role will be disestablished as the work associated with this position is no longer required and the duties have been or will be ceased or distributed elsewhere within the proposed new structure. The onsite usage of the NARU site has greatly decreased and there is insufficient work to support a full-time ANU08 level role for this site. The senior level activities will be redistributed to the proposed Satellite Site Manager role and the onsite facilities functions undertaken by the existing General Facilities Officer (ANU04) role.

Sustainability Officer, ANU Officer 6/7 (VACANT)

It is proposed that this role will be disestablished. The role is currently vacant. The work associated with this position has ceased or been distributed elsewhere within the proposed new structure.

Cleaning and Waste Officer, ANU Officer 5 (VACANT)

It is proposed that this role will be disestablished. This role is vacant. The work associated with this position has ceased or been distributed elsewhere within the proposed new structure.

Kioloa Administration Officer, ANU Officer 4 (part-time)

It is proposed that this role will be disestablished. The work associated with this position is no longer required and the duties have been or will be ceased or will be distributed elsewhere within the proposed new structure. The current role focusses on accommodation reservations, general enquiries and general administrative tasks. The general enquiries component will be redistributed to the Kioloa Site Officer and the accommodation reservations transferred to the Venues and Functions team in the Corporate portfolio.

Siding Springs Grounds Maintenance Officer, ANU Officer 3

It is proposed that this role will be disestablished as the work associated with this position is no longer required and the duties have been or will be ceased or will be distributed elsewhere within the Satellite Sites proposed new structure. This role works mostly on grounds maintenance and undertaking minor maintenance services.

Projects and Space

Summary of proposed staff position changes

Currently, Projects and Space has 10 positions. It is proposed that the portfolio be renamed Infrastructure and Planning and will include 22 positions. These roles will encompass all University physical infrastructure, asset and space planning and sustainability responsibilities and will provide an integrated approach to capital planning. It is proposed that nine (9) new positions are created, three (3) positions be disestablished, and six (6) positions will be directly transferred. All other existing roles will be transferred into the newly renamed Infrastructure and Planning Portfolio. Fixed term staff will not be significantly impacted by the proposed new structure. There may be a change in reporting lines and position descriptions will be reviewed and refreshed consistent with the objectives of the proposed new structure.

New positions within the proposed structure

It is proposed that the following positions will be created within the new structure. All new positions are recommended to ensure that suitably qualified and experienced staff have the skills, qualifications and attributes to support the strategic planning of the University's asset base and best practice utilisation, along with planning, design, procurement and delivery of capital works, contracted works and refurbishments.

Senior Engineering and Sustainability Manager, Senior Manager 2

This proposed new position is recommended to be classified at Senior Manager 2. This role will report directly to the Associate Director Infrastructure and Planning and will act as lead to the technical and sustainability team. With the importance of the Below Zero initiative and the current gap that exists in this area, the new role will require expertise in environmental design and engineering and provide expertise across the Division to develop and implement our environmental and energy initiatives for the University.

Senior Design, Asset and Space Manager, Senior Manager 2

This proposed new position is recommended to be classified at Senior Manager 2. This role will report directly to the Associate Director Infrastructure and Planning and will lead the design, asset and space requirements. The role will be required to champion the University wide space audit outcomes, be responsible for management and implementation over the Strategic Asset Management Framework (SAMF) and the Strategic Asset Management Plan (SAMP). The role will also oversight the Acton Campus Master Plan and associate suites of documents for heritage requirements and future University wide capital works.

Senior Project Manager, Senior Manager 2 (fixed term)

This proposed new position is recommended to be classified at Senior Manager 2. This role will report directly to the Associate Director Infrastructure and Planning and will provide a key role in the ongoing management of the Hail remediation project through to completion. As the insurance negotiations are well advanced, there is a requirement for senior leaders in this team to implement the remediation program. The existing team is currently under resourced and requires a highly technical and skilled Senior Project Manager to be accountable for managing multi, large scale managing contractors and one of the most geographical diverse projects ever undertaken on the Acton campus.

Project Manager, Senior Manager 1

This proposed new position is recommended to be classified at Senior Manager 1. This role will report to the Senior Project Manager and will be required to manage projects ranging from highly technical to minor refurbishments. They will be highly skilled in executive writing, procurement documentation preparation, extensive contract and governance management and customer service focussed. There is an existing capability gap for these responsibilities and duties in the current structure.

Project Coordinator, ANU Officer 6/7

This proposed new position is recommended to be classified at ANU Officer 6/7. This role will report directly to the Senior Project Manager and will be primarily responsible for documentation development, monitoring and support and work on minor project refurbishments of lower technical background. The current team has no senior administrative support, creating risks with ongoing contract management and governance compliance.

Project Administrator, ANU Officer 5 (two positions, fixed term)

This proposed new position is recommended to be classified at ANU Officer 5. These roles support the hail team in documentation tracking, invoicing, KPIs, action item tracking, risk frameworks and extensive governance committees and meetings. The hail remediation team is expected to manage up to five (5) large managing contractor contracts with over 200 buildings requiring remediation. There is no existing support for these duties in the team.

Asset Planning Officer, ANU Officer 8

This proposed new position is recommended to be classified at ANU Officer 8. With the limited new capital available at the University, there is an increased focus on our existing asset base and there is a requirement for a senior level officer with large scale organisation asset planning experience to support this function.

Asset and Space Officer, ANU Office 5 (direct transfer)

This proposed new position is recommended to be classified at ANU Officer 5. This role will support the management and analysis of data in the asset management system (SPM Assets) and the space management system (Archibus).

Disestablished positions within the proposed structure

The following positions are proposed to be disestablished as they would no be longer required, or their duties have been or would be ceased or distributed elsewhere within the proposed structure.

Project Officer, ANU Officer 8 (two positions)

It is proposed that two of the existing three roles would be disestablished as, with a reduced future capital spend at the University, the proposed structure requires a focus on fewer project officer delivery roles. The

nature of the work associated with the proposed 1 x continuing Project Officer position will change and will require an increase in the, governance and technical responsibilities. The positions will no longer be required, and the duties have been or will be ceased and the work will be distributed elsewhere within the proposed new structure.

Deputy Space Manager, ANU Officer 8

It is proposed that this role will be disestablished as the work associated with this position is no longer required and the duties have been or will be ceased or be distributed elsewhere within the proposed new structure. The proposed new structure merges the existing functions of asset and space planning. The duties associated with this role will be redistributed to the Space Planning Manager and proposed new Asset and Space Officer role.

Corporate and Client Services

Summary of proposed staff position changes

Currently, Corporate and Client Services has 35 positions. It is proposed that the portfolio be renamed Corporate and will have 36 positions with a focus on corporate and business services. The majority of existing roles (noted on the organisation structure) will be transferred into the newly renamed Corporate. Fixed term staff will not be significantly impacted by the proposed new structure. It is proposed that three (3) new positions are created, and two (2) positions (VACANT) are disestablished. There may be a change in reporting lines and position descriptions will be reviewed and refreshed consistent with the objectives of the proposed new structure.

New positions within the proposed structure

It is proposed that the following positions will be created within the new structure. All new positions are recommended to ensure that suitably qualified and experienced staff have the skills, qualifications and attributes to support the delivery of administration support for the Facilities and Services Division.

Kambri Manager, Senior Manager 1

This proposed new position is recommended to be classified at Senior Manager 1. This role will operate with a high degree of autonomy, responsible for liaising with all levels of stakeholders from public facing to managing back of house technical and building operational arrangements. The role will be accountable for high value precinct contracts and service delivery, precinct WH&S and safety, extensive collaboration with students, staff, visitors and working with commercial tenancies on health and COVID-19 safety. The role will also oversight the precinct governance working groups.

Divisional Support Officer, ANU Officer 6/7

This proposed new position is recommended to be classified at ANU Officer 6/7. This proposed role will take ownership of the Division's reporting. The proposed new position will see duties undertaken such as drafting extensive quarterly reports to Colleges and Service Divisions on their existing buildings, analysing data for inclusion into reports such as energy and space usage, cleaning and security information. The work undertaken will inform recommendation to management on new initiatives or remediation works required.

Administrative Officer, ANU Officer 2/3 (fixed term)

This proposed new position is recommended to be classified at ANU Officer 2/3. Some activities of this role were originally undertaken by the sustainability team; however, the duties align more to the work undertaken in the commercial services team. The proposed creation of this role will be responsible for the data entry/analysis for all University utility charges, ensuring the timely and accurate uploading into the TM1 system and invoicing to commercial tenants.

Disestablished positions within the proposed structure

The following positions are proposed to be disestablished as they would no longer be required, or their duties have been or would be ceased or distributed elsewhere within the proposed structure.

Accommodation Officer (Rental), ANU Officer 4 (VACANT)

It is proposed that this vacant role will be disestablished. The role is current vacant. The work associated with this position is no longer required or the duties have been or will be ceased or be distributed elsewhere within the Venues and Functions team

Assistant Accommodation Officer, ANU Officer 2/3 (VACANT)

It is proposed that this vacant role will be disestablished. The role is current vacant. The work associated with this position is no longer required or the duties have been or will be ceased or be distributed elsewhere within the Venues and Functions team

Part 4: Staffing Principles

The proposed the transition to a new Facilities and Services Division structure would be via the following steps and staffing principles.

- It is proposed that the changes will result in the creation of 24 positions and the disestablishment of 22 positions across the Division. Of the disestablished positions, seven (7) roles are VACANT, The current Maintenance will see the majority of positions are proposed to be directly transferred into the proposed Corporate, Operations, and Infrastructure & Planning
- The current Corporate & Clients Services is proposed to be renamed to Corporate with the majority of existing positions proposed to be directly transferred into Corporate with some direct transfers into the Operations.
- The current Projects & Space will see the majority of existing positions proposed to be directly transferred into the proposed renamed Infrastructure & Planning and is proposed to integrate other directly transferred positions from Maintenance and Operations.
- The current Operations will see the majority of existing positions remain within the Operations with other roles from Maintenance and Corporate proposed to be directly transferred and integrated into Operations.

The objective of this proposal is to enable the University to work with individual staff members, and representatives, to ensure timely and effective consultation on proposed improvements to employee experience and improved provision of service and that any changes in staffing are managed in accordance with the *ANU Enterprise Agreement 2017-2021* (ANU Enterprise Agreement).

In accordance with Clause 67 of the ANU Enterprise Agreement, any staff reductions will be managed and achieved through the following principles:

- natural attrition;
- permanent transfer;
- redeployment;
- voluntary conversion to part-time work;
- fixed term pre-retirement agreements; or
- voluntary separation.

PROFESSIONAL STAFF: STAFFING PRINCIPLES

The following principles will apply in determining professional staff position changes:

Phase 1 – Management of Staff Requests

Consult with all affected staff for all possible options, in accordance with clauses 67 and 68 of the ANU Enterprise Agreement

Phase 2 –Recruitment and Appointment Process

Finalise position descriptions for positions. Recruitment for vacant and proposed new positions will commence once position descriptions have been reviewed and approved by the University Staffing Committee and/or Senior Manager Remuneration Committee

Once position descriptions are finalised, direct transfers will be confirmed where possible and staff identified to have a change in position title, description or supervisor will be provided with revised position descriptions and written notification of any supervision changes.

The direct transfer of a position, and the incumbent staff member, will occur where the position is the same classification level, has similar career standing, and the duties are essentially the same or substantially the same within the new structure.

Where a position is not able to be directly transferred and there are more at level staff in a substantially similar roles than there are positions, then an Expression of Interest (EOI) will be run for those affected staff to fill the available positions.

If an EOI process is required, affected staff will be provided the opportunity to lodge applications for the specific positions which have substantially the same duties, classification level and career standing within the new structure. A selection process will be undertaken based on the standard recruitment process of assessing applicants against the selection criteria for the role. This selection process will include a formal selection panel and interviews may be held for short listed candidates.

Recruitment for all other positions will be via internal recruitment and formal selection processes.

Should those roles not be filled through the internal process, external recruitment process will then be undertaken as required,

It is expected that the recruitment processes may take up to three months to finalise. Temporary appointments may be made to these positions during this period to ensure continuity of service delivery.

Phase 3 - Notification of Disestablishment of Positions & Redeployment

Affected staff will be advised in accordance with subclauses 56.5 and 68.19-68.20 of the ANU Enterprise Agreement that their substantive position is surplus to requirements. The formal redeployment processes under clauses 56.7 to 56.13 of the ANU Enterprise Agreement will apply.

Staff whose positions have been identified as surplus will be formally advised in writing. Action will be taken to identify suitable alternate positions for such staff - or the staff member may seek approval for an early separation. In such a case, they will be paid the balance of the 12 week redeployment period.

In accordance with clause 56.8 of the ANU Enterprise Agreement, a suitable alternative position means a position which has substantially the same duties, classification level and career standing as the redundant position and for which the staff member currently possesses the skills and experience (or could reasonably be expected to develop the required skills within a limited period) to satisfactorily perform the duties of the position.

If the process of identifying suitable positions results in more than one staff member being interested in a position, then a selection process will be undertaken for the role based on a standard appointment process. The assessment will be against the selection criteria for the role. The selection process will be that applicable to a standard appointment process with a formal selection panel formed and assessments made against the position selection criteria.

In accordance with the ANU Enterprise Agreement the staff member that best meets the selection criteria for the position, or could be expected to meet the selection criteria with appropriate training within a reasonable timeframe, will be appointed to the position.

Phase 4 - Notice of Termination Due to Redundancy

Following the 12 week redeployment period, where the staff member cannot be redeployed, in accordance with clause 56.14 of the ANU Enterprise Agreement the University will notify the affected staff member(s) in writing that their position is to be declared redundant and his or her employment may be terminated; the reason for the redundancy; and the time line for this action.

This notification advice will also provide the staff member with at least six weeks' formal notice in accordance with clause 56.15 of the ANU Enterprise Agreement that their employment is to be terminated due to redundancy from a specified date. At the discretion of the University, payment in lieu of notice may be provided. The following termination payments will apply to professional staff whose positions are made redundant:

- A redundancy payment of three weeks' salary for each year of service with a minimum payment of five weeks' pay and maximum of 64 weeks' pay; and
- Payment of accrued annual leave and long service leave.

Part 5: The University's Commitment

Status:

This formal change management document is the first version of the formal proposal for workplace change required within the Facilities and Services Division as part of and in response to the ANU Recovery Plan 2020 and to support business driven change.

Overall, the proposed changes may also include: a change in reporting or supervisory lines for some staff and positions; a change in work practices for some staff; and/or a change in conditions, including those that would be likely to lead to changed responsibility levels.

Staff redundancies, if unavoidable, will be subject to the University's redundancy provisions.

Notification:

The University is drafting this document to set out its specific proposal for your information and it is being circulated to:

- Facilities and Services Division staff;
- University Senior Management Group, Research School Directors, Service Division Directors, General Managers and School Managers;
- Available on the ANU Recovery website [here](#)
- Nominated staff representatives including the NTEU and AWMU;
- Other relevant stakeholders as required.

Representation:

Throughout this process staff members may be represented, and seek advice or assistance at any time from a person of their choice as outlined in the ANU Staff Representation Procedure which may be accessed via this link http://policies.anu.edu.au/procedures/staff_representation_procedure/procedure

Staff may not request representation by a legal practitioner unless they are directly involved in a formal disciplinary or termination of employment processes.

Part 6: Consultation

ANU is committed to consultation with staff and students and we will continue to provide a range of options and opportunities for the community to be involved, ask questions and provide feedback and ideas.

The ANU has set out the below timetable to meet and confer with the staff members concerned (and their chosen representatives). The ANU endeavours to reach agreement about the implementation of change and to work consultatively with people affected by change.

Feedback may be submitted at org.change@anu.edu.au

Alternatively please contact one of the nominated members of staff identified in the contacts table below.

Date	Details of Consultation Process
Wednesday 17 March 2021	Meetings with affected staff within Facilities and Services Division. Release of the proposal to staff within Facilities & Services Division
Thursday 18 March 2021	Release the Proposal to the Service Portfolio and University Community Consultation Period Commences
Wednesday 31 March 2021	Close of Consultation period
Thursday 18 March 2021 to Tuesday 13 April 2021	Collation of feedback from Consultation and preparation of Implementation Plan
Week Commencing 12 April 2021	Meet with affected staff prior to Implementation Plan release
Week Commencing 12 April 2021	Publication of Implementation Plan
Week commencing 12 April 2021	Period for seeking clarification on Implementation Plan
Week commencing 19 April 2021	Proposed commencement of Implementation

Contacts:

This change management process will be led by Nicki Middleton, Director, Facilities and Services Division in consultation with the Human Resources Division.

Name	Position	Contact details
Facilities and Services : Nicki Middleton	Director, Facilities and Services	Nicki.Middleton@anu.edu.au
Facilities and Services Sylvia Mansell	Associate Director, Corporate and Client Services	Sylvia.Mansell@anu.edu.au
Facilities & Services : Mathew Maclay	Associate Director, Operations	Mathew.Maclay@anu.edu.au
Facilities & Services: Jeremy Matthew	Associate Director, Projects and Space	Jeremy.Matthew@anu.edu.au
Belinda Farrelly	Associate Director, Organisational Change	org.change@anu.edu.au Belinda.Farrelly@anu.edu.au (02) 6125 3012

Support for Staff:

Staff seeking additional support or advice should contact:

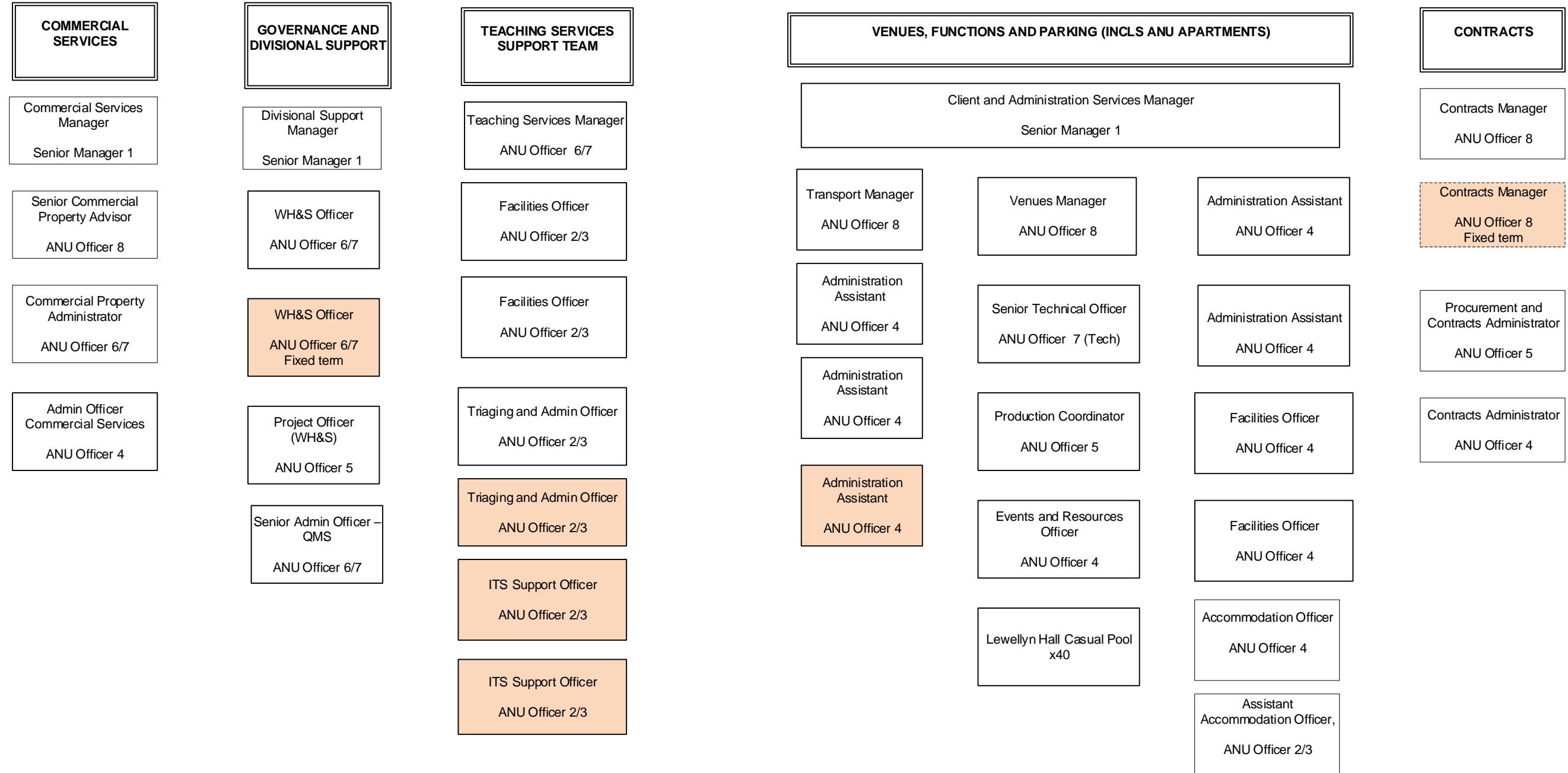
Name	Position	Contact details
Gail Frank Dr Maaria Haque	Adviser to Staff Adviser to Staff	(02) 6125 3616 (02) 6125 8283 staff.adviser@anu.edu.au
Employee Assistance Providers	Assure Relationships Australia	1800 808 374 (02) 6122 7100

Appendices

Attachment One: - Corporate and Client Services – current structure
Attachment Two: Operations – current structure
Attachment Three: Projects and Space – current structure
Attachment Four – Maintenance – current structure
Attachment Five – Corporate – proposed
Attachment Six - Operations – proposed
Attachment Seven:- Infrastructure and Planning - proposed

CORPORATE AND CLIENT SERVICES
CURRENT

Associate Director



**OPERATIONS
CURRENT**

Associate Director

CLEANING AND WASTE

Cleaning Manager
Senior Manager 1

Cleaning and Waste Officer
ANU Officer 5

SECURITY

Security Manager
Senior Manager 2

Security Operations Manager
ANU Officer 8

Security Operations Manager
ANU Officer 8

Senior Control Room Officer
ANU Officer 5

UniSafe Admin Assistant
ANU Officer 5

SATELLITE SITES

KIOLOA

Kioloa Site Officer
ANU Officer 6/7

General Assistant
ANU Officer 3

Kioloa Admin
ANU Officer 4

NARU

Naru/ATRF Operations Manager
ANU Officer 8

General Facilities and Admin
ANU Officer 4

SSO

SSO Site Manager
ANU Officer 8

Maintenance Coordinator
ANU Officer 5

Grounds Maintenance
ANU Officer 3

SPRING VALLEY

SUSTAINABILITY

Sustainability Manager
Senior Manager 1

Heritage Manager
ANU Officer 8

Sustainability Officer
ANU Officer 6/7

GARDENS AND GROUNDS

Grounds Manager
Senior Manager 1

Deputy Grounds Manager
ANU Officer 8

University Arborist
ANU Officer 8

Grounds Supervisor
ANU Officer 6

Supervisor
ANU Officer 5

Supervisor (Mt Stromlo)
ANU Officer 5

Grounds Officer
ANU 7 – 50%
ANU 3/4 - 50%

Grounds Officer
ANU 7 – 50%
ANU 3/4 - 50%

Grounds Officer
ANU Officer 3/4

Grounds Officer
ANU Officer 3/4
12 months fixed

Grounds Officer
ANU Officer 3/4

Grounds Officer
ANU Officer 3/4
12 months fixed

Grounds Officer
ANU Officer 3/4

Grounds Officer
ANU Officer 3/4
12 months fixed

Grounds Officer
ANU Officer 3/4

Grounds Officer
ANU Officer 3/4
(Casual)

Grounds Officer
ANU Officer 3/4

Grounds Officer
ANU Officer 3/4
(Casual)

Grounds Officer
ANU Officer 3/4

Grounds Officer
ANU Officer 3/4

Grounds Officer
ANU Officer 3/4

Grounds Officer
ANU Officer 3/4

**PROJECTS AND SPACE
CURRENT**

Associate Director

Senior Project Manager
Senior Manager 2

Project Officer
ANU Officer 8

Project Officer
ANU Officer 8

Project Officer
ANU Officer 8

Senior Project Manager
Hail Remediation
Senior Manager 1

Project Officer
ANU Officer 6/7

Space Manager
Senior Manager 1

Deputy Space Manager
ANU Officer 8

Senior Drawing Officer
ANU Officer 8

**MAINTENANCE
CURRENT**

Associate Director

MAINTENANCE SERVICE DELIVERY

Service Delivery Manager
Senior Manager 1

Maintenance Admin Assistant
Senior Manager 1

Systems Manager
ANU Officer 8

Plumbing Services Supervisor
ANU Officer 6

Electrical Services Supervisor
ANU Officer 6

Mechanical Services Supervisor
ANU Officer 6

Maintenance Officer Supervisor
ANU Officer 6

Building Services Supervisor
ANU Officer 6

Maximo Administrator
ANU Officer 5

Infrastructure Plumber
ANU Officer 4

Electrical Services Officer
ANU Officer 4

Mechanical Services Officer (Fitter)
ANU Officer 4

Maintenance Officer
ANU Officer 3

Building Services Leading Hand (Carpentry)
ANU Officer 5

Plumbing Services Officer
ANU Officer 4

Electrical Services Officer
ANU Officer 4

Mechanical Services Officer (Fitter)
ANU Officer 4

Maintenance Officer
ANU Officer 3

Building Services Officer (Carpentry)
ANU Officer 4

Plumbing Services Officer
ANU Officer 4

Electrical Services Officer
ANU Officer 4

Mechanical Services Officer (Fitter)
ANU Officer 4

Maintenance Officer
ANU Officer 3

Building Services Officer (Locksmith)
ANU Officer 4

ASSET, TECHNICAL AND ENGINEERING

Asset, Planning and Technical Services Manager
Senior Manager 1

Hydraulics Engineer
ANU Officer 8

Mechanical Engineer
Senior Manager 1

BMS Engineer
ANU Officer 8

Electrical Engineer
Senior Manager 1

Mechanical Engineer
ANU Officer 8

BMS Technician
ANU Officer 7

ETS Officer Building
ANU Officer 8

Asset Planning Officer
ANU Officer 7

BMS Technician
ANU Officer 4/5

Mechanical Officer
ANU Officer 6/7

Fire and Emergency Officer
ANU Officer 5

Hazmat Officer
ANU Officer 5

MAINTENANCE CLIENT RELATIONS

Client Relationship Manager
ANU Officer 8

Client Relationship Officer
ANU Officer 6

Scheduling Officer
ANU Officer 5 (fixed term)

Scheduling Officer
ANU Officer 5

CORPORATE proposed

Associate Director

Divisional Support Officer ANU Officer 6/7 (Admin)	Kambri Manager Senior Manager 1 (Admin)	Human Resources Liaison	F&S Budget/ Finance Liaison
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COMMERCIAL SERVICES

Commercial Services Manager
Senior Manager 1

Senior Commercial Property Advisor
ANU Officer 8

Commercial Property Administrator
ANU Officer 6/7

Admin Officer Commercial Services
ANU Officer 4

Administrative Officer
ANU Officer 2/3 (Admin)

GOVERNANCE AND COMPLIANCE

Governance and Compliance Manager
Senior Manager 1

WH&S Officer
ANU Officer 6/7

Contracts Manager
ANU Officer 8

WH&S Officer
ANU Officer 6/7
12mth fixed term

Contracts Manager
ANU Officer 8
Fixed term to Jan 2022

Project Officer (WH&S)
ANU Officer 5

Procurement and Contracts Administrator
ANU Officer 5

Fire and Emergency Officer
ANU Officer 5

Contracts Administrator
ANU Officer 4

Hazmat Officer
ANU Officer 5

QMS and Governance Officer
ANU Officer 6/7

TEACHING SERVICES SUPPORT TEAM

Teaching Services Manager
ANU Officer 6/7

Facilities Officer
ANU Officer 2/3

Facilities Officer
ANU Officer 2/3

Triaging and Admin Officer
ANU Officer 2/3

Triaging and Admin Officer
ANU Officer 2/3

ITS Support Officer
ANU Officer 2/3

ITS Support Officer
ANU Officer 2/3

VENUES AND FUNCTIONS

Venues and Functions Manager
Senior Manager 1

Venues Manager
ANU Officer 8

Administration Assistant
ANU Officer 4

Senior Technical Officer
ANU Officer 7 (Tech)

Admin Assistant
ANU Officer 4

Production Coordinator
ANU Officer 5

Administration Officer
ANU Officer 4

Events and Resources Officer
ANU Officer 4

Facilities Officer
ANU Officer 4

Lewellyn Hall Casual Pool
x40

Facilities Officer
ANU Officer 4

Accommodation Officer (Rental)
ANU Officer 4

Assistant Accommodation Officer
ANU Officer 2/3

Transfer to a new role, old role de-established

WHITE OCCUPIED AND NO CHANGE

ORANGE RECRUITMENT UNDERWAY

BLUE ROLE CHANGE

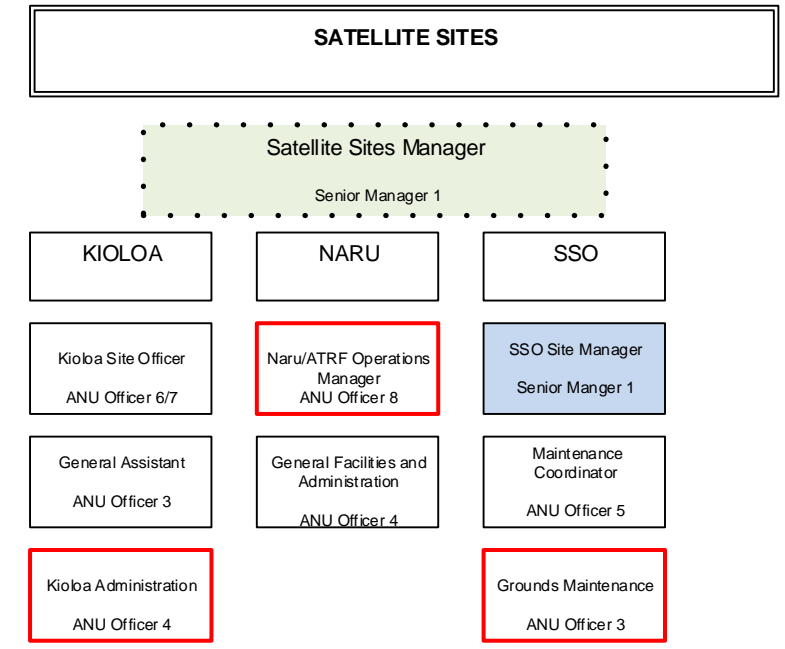
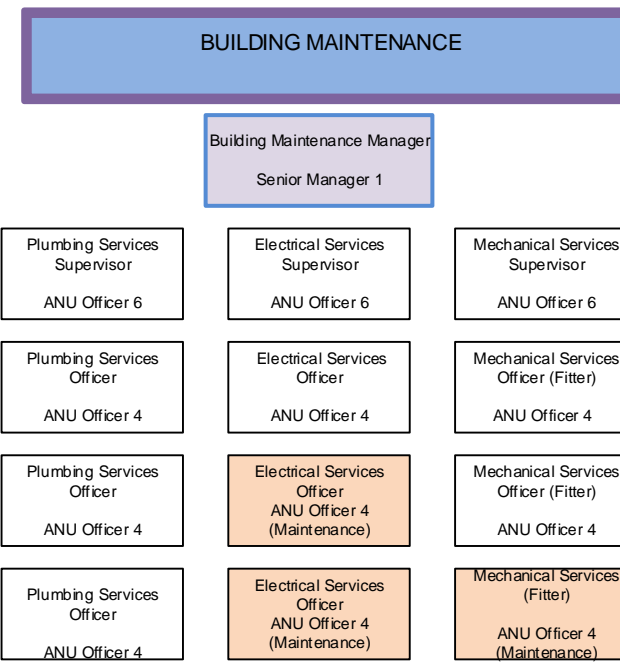
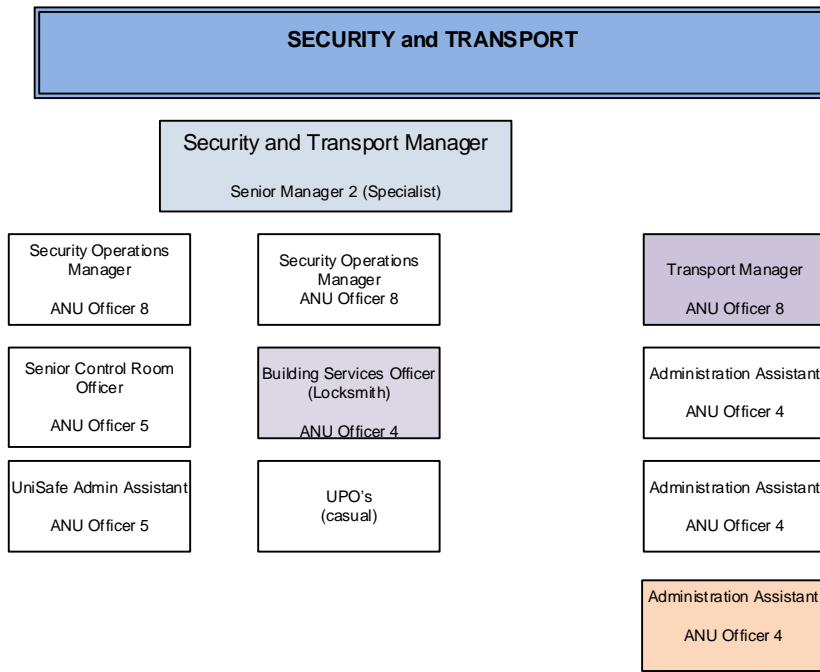
GREEN NEW ROLES REQUIRED

PURPLE REPORTING LINES CHANGED

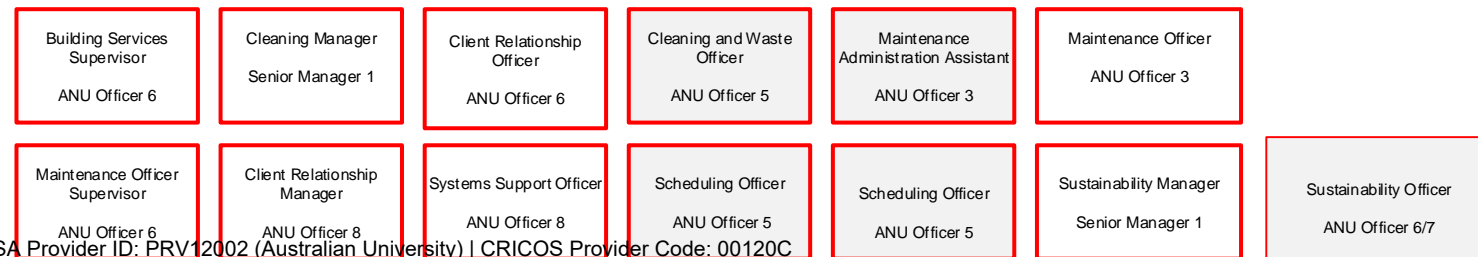
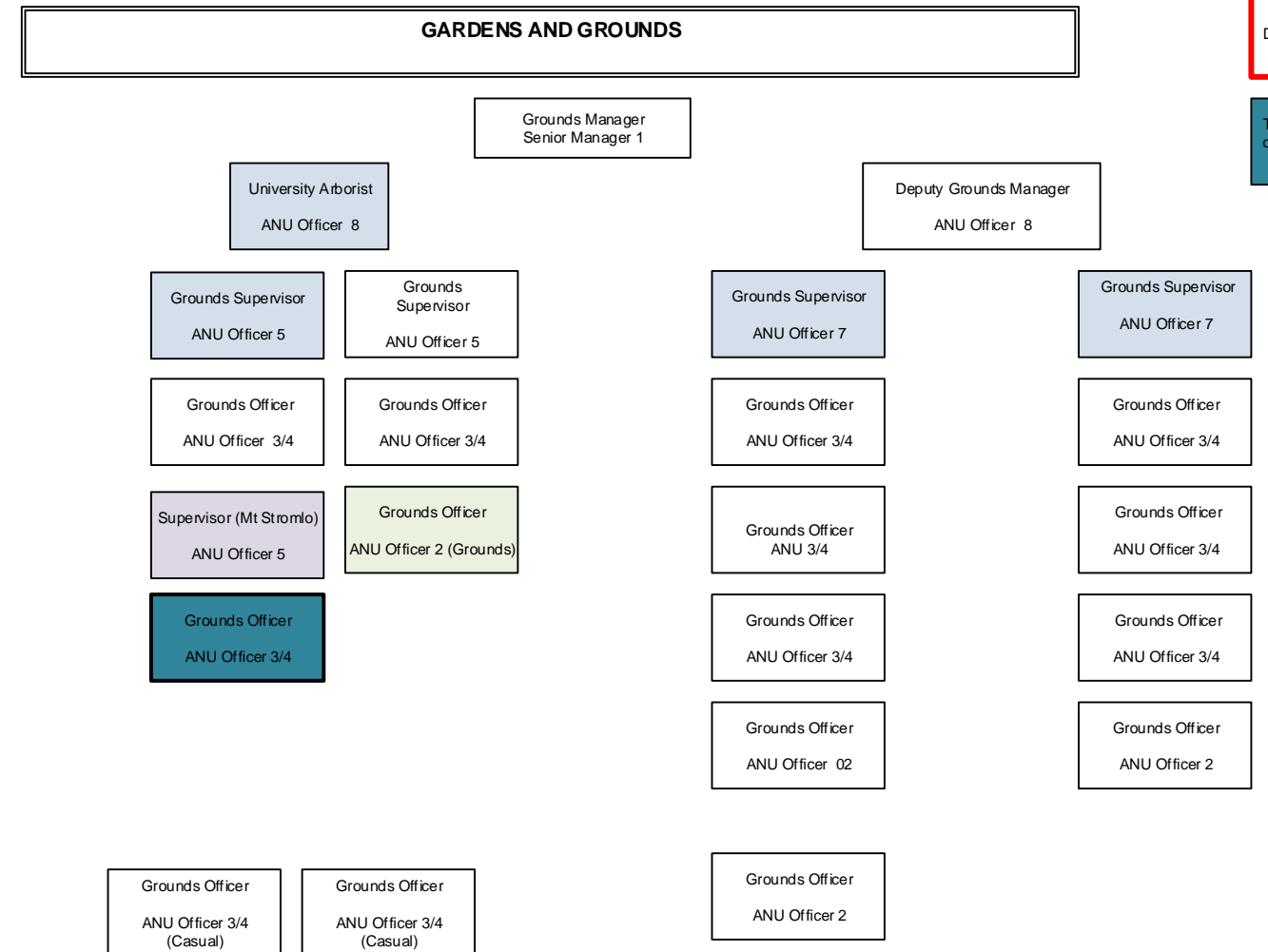
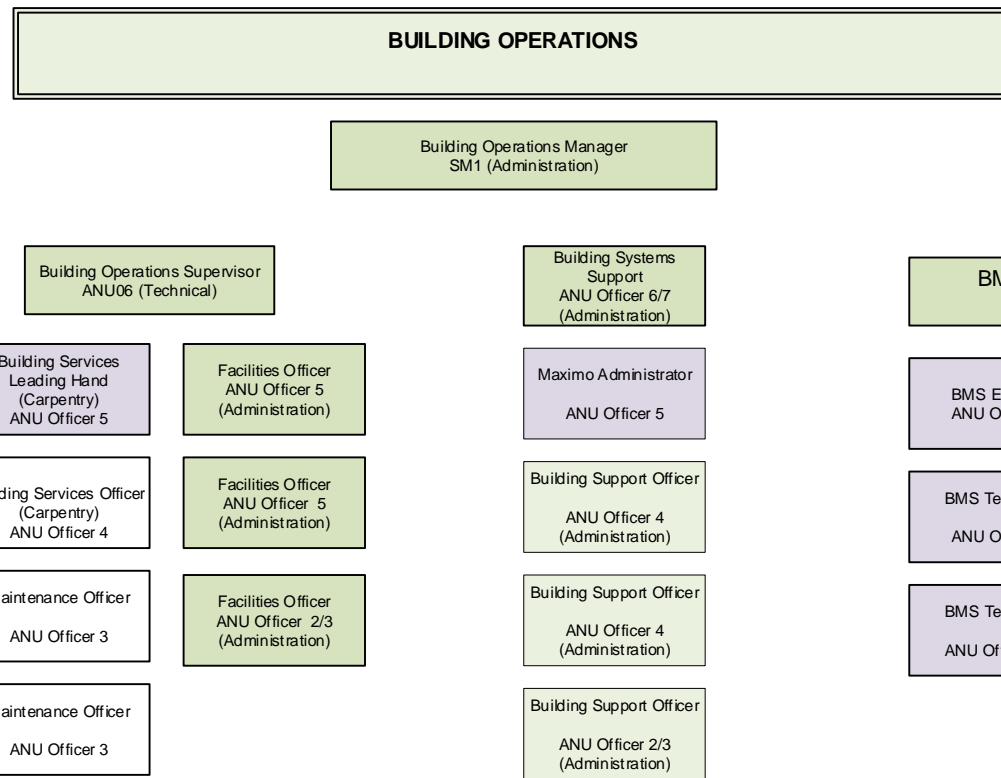
PROPOSED DISESTABLISHMENT

OPERATIONS Proposed

Associate Director

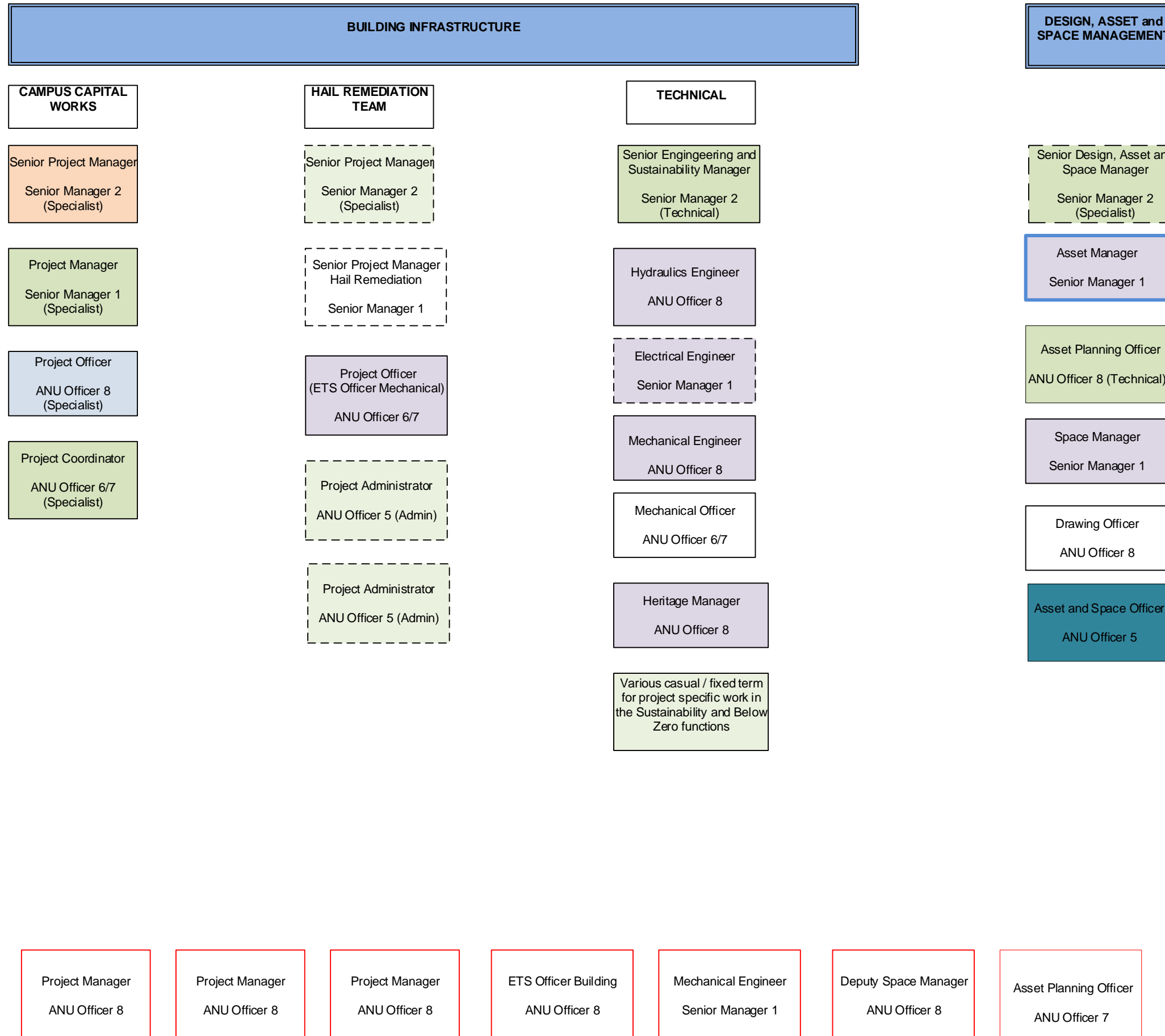


- BLUE ROLE CHANGE
- GREEN NEW ROLES REQUIRED
- ORANGE RECRUITMENT UNDERWAY
- PURPLE REPORTING LINES CHANGED
- WHITE OCCUPIED AND NO CHANGE
- PROPOSED DISESTABLISHMENT
- Transfer to a new role, old role de-established



INFRASTRUCTURE AND PLANNING proposed

Associate Director



- Transfer to a new role, old role de-established (Teal)
- WHITE OCCUPIED AND NO CHANGE (White)
- GREEN NEW ROLES REQUIRED (Green)
- ORANGE RECRUITMENT UNDERWAY (Orange)
- BLUE ROLE CHANGE (Blue)
- PURPLE REPORTING LINES CHANGED (Purple)
- PROPOSED DISESTABLISHMENT (Red)