



# FACILITIES MANAGER

(ANZSCO Code: 149913)

Group C



### About this document

- » The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- » Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education, Skills and Employment.
- » The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- » Integrity checks may be conducted to verify the qualification and employment claims made in an application.

### Job description

A Facilities Manager organises, controls and coordinates the strategic and operational management of buildings and facilities in public and private organisations to ensure the proper and efficient operation of all physical aspects of a facility, to create and sustain safe and productive environments for occupants.

### Occupations considered suitable under this ANZSCO code:

- » Building Manager
- » Shopping Centre Manager

### Occupations not considered under this ANZSCO code:

- » Facilities Officer
- » Facilities Administrator
- » Property Manager (if primarily supervising the leasing of rental properties on behalf of owners)
- » Construction Project Manager
- » Groundsman
- » Property Caretaker

These occupations are classified elsewhere in ANZSCO or are not at the required skill level.

### Facilities Manager is a VETASSESS Group C occupation












This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or higher.

Applicants can fulfil the assessment criteria for this occupation in four different ways.



## Qualification and employment criteria

Applicants must have fulfilled at least one of the following four criteria (1–4):

GROUP C	Criteria for a positive Skills Assessment			
	Minimum comparable Diploma or higher AQF level	With highly relevant major field of study	Additional highly relevant qualifications*	Highly relevant employment duration**
1	 +	 +	N/A	 1 YEAR minimum
2	 +	No highly relevant major	 Minimum AQF Certificate IV level with highly relevant major	 1 YEAR minimum
3	 +	No highly relevant major	No additional highly relevant qualifications	 2 YEARS minimum
Pre-qualification methodology can apply to Group C occupations				
	Highly relevant employment duration**	With or without highly relevant major field of study	Additional highly relevant qualifications*	Minimum comparable Diploma or higher AQF level
4	 +  Within last 5 years	+ N/A	+ N/A	

\* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- AQF Diploma
- AQF Advanced Diploma
- AQF Associate Degree or
- AQF Graduate Diploma

\*\* Highly relevant paid employment duration (20 hours or more per week)

**1-3**

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

**4**

minimum 4 years of relevant employment required – three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.



## Qualification and employment criteria continued...

\*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at an appropriate skill level within the last five years. The remaining three years of pre-qualifying period may be within the last ten years.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

### Qualification

AQF Diploma or higher qualification\*

Highly relevant major fields of study include Facilities Management, Asset Management and Building Services Management.

Qualifications in general Management studies (such as an MBA) and general Project Management cannot be considered highly relevant.

\*This includes qualifications assessed at AQF Advanced Diploma, Associate Degree, Bachelor, Master and Doctoral level.

### Employment

Highly relevant tasks include:

- » managing tenders for contractors

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- » managing, supervising and coordinating the work of contractors

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- » coordinating and planning essential services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling

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- » calculating and comparing costs for required facilities management services

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- » planning for future development in line with strategic business objectives

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- » managing change to ensure minimal disruption to a company's business activities

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- » ensuring compliance with health and safety regulations and legislation

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- » planning space and resource allocation for new or existing premises

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- » coordinating and leading facilities management staff

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- » monitoring service level agreements

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- » responding to emergencies or urgent issues as they arise

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### Employment information

The role of Facilities Manager can be both strategic-tactical and operational. The strategic-tactical aspect deals with informing clients and users of business risk and potential impact of facilities decisions; the operational aspect deals with compliance and facilities operations.

A company's facilities may be managed by a single individual or by a facilities management team, and services may be delivered by dedicated in-house professionals or outsourced partially or fully to external providers.

Facilities Managers can be found working predominantly for a facilities management provider or as a direct employee managing a facilities management team internally. Management of contractors is critical to the role.

This occupation excludes positions that predominantly involve the management of the provision of only one particular service to a facility or managing one particular relationship. For example, a position that manages the cleaning contract for a facility but no other contracts relevant to the facility will not be assessed positively.

### Supporting material for assessment

Applicants nominating this managerial occupation must submit an organisational chart. An organisational chart should include the company letterhead, the applicant's job position and those of their superiors and subordinates as well as all positions reporting to their immediate supervisor and to the applicant's direct subordinates. It should also indicate the department's location within the overall company structure.

If an applicant is unable to obtain an organisational chart from their employer, they must provide a statutory declaration outlining the required information and the reasons why this information cannot be provided.

