



POSITION DESCRIPTION

Position: Facilities and Grounds Manager

Reports to: Director of Corporate Services

Tenure: Full Time, Ongoing

The Facilities and Grounds Manager, under the direction of the Director of Corporate Services, is responsible for the effective operation of the facilities and grounds across the College. The role is responsible for advising on and contributing to the strategic and operational management of the College land and assets in addition to overseeing and assisting in the management of infrastructure planning and building/construction projects.

The Facilities and Grounds Manager is also responsible for the overall management of the Facilities and Grounds team. The role will provide a wide range of logistics and associated services to ensure a safe and secure College environment.

KEY RELATIONSHIPS: Staff, College Community, Administration, ICT Team, Finance Department, Deans, Campus Dean, Director Pastoral Care, Deputy Principal Curriculum, Director of Corporate Services and Principal

The outline of this role is as follows:

1. MAIN RESPONSIBILITIES

Planning and Programming Maintenance

- Formulate forward maintenance programs and operational plans, including scheduling and estimating in consultation and communication with all stakeholders, to ensure the long-term condition and pristine appearance of the College buildings, grounds and equipment
- To constantly monitor maintenance requirements by visual inspection of the above-mentioned physical assets and prioritise response according to the school's requirements
- In response to particular requirements, assess project needs, prepare sketches, liaise with stakeholders, assess quantities and costings
- Plan for major upgrades and capital expenditure including quotes, pricing, liaising with consultants, builders, trades and contractors

Implementation of Maintenance and Capital Works Programs

- Project manage the labour resources, equipment and implementation of all maintenance programs on time and within budget
- Act as liaison point between the Director of Corporate Services and building contractors for works projects
- Ensure that all maintenance contracts are adhered to

- Assess and respond to maintenance issues according to risk, budget and scheduled requirements across the entire range of College facilities
- To maintain open and effective communications with all internal stakeholders to ensure a smooth outcome for all concerned in relation to buildings, grounds, repairs, maintenance and essential services
- To communicate effectively with the Director of Corporate services on all aspects of the above

General Management

- Prepare, maintain and administer capital and recurrent budgets to ensure expenditure is within budget limitation
- Undertake negotiation of contracts for minor works
- Administer all ordering requirements for maintenance and capital expenditure
- Negotiate the best price possible from all contractors and suppliers

Human Resource Management

- Provide supervision to staff in the team and ensure a high standard of safety and workmanship is maintained in the College
- In conjunction with the Director or Corporate Services, effectively manage the recruitment, selection and orientation of staff in the team
- Effectively manage the Professional Development Review (PDR) process with all staff in the team
- Manage Employee Relations issues fairly and consistently to ensure a harmonious working environment
- To support and promote the principles of equal opportunity to ensure due respect is provided to all
- Facilitate a positive working environment for staff by developing a team approach to work, ensuring open and transparent communication, and establishing consultative mechanisms to ensure that decisions are made on a collaborative basis
- Work with the team of staff to ensure that a philosophy of continuous learning and professional development are inherent values within the team

Safety and Health

- Ensure all OSH requirements are met in relation to Personal Protection Equipment, Manual and Chemical Handling
- To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others
- Maintain accurate and up-to-date plans and records of College buildings and services as well as life saving measures as required under the Building Code of Australia
- Check all compliance documentation of all Contractors onsite
- Maintain workshop including cleanliness and correct storage and labelling of plant and equipment

Other Duties

- Contribute to the development of the College strategic plan, policies, processes and procedures
- Comply with College policies, procedures and maintain an active health and safety culture
- Be familiar with the Child Safe Framework and its underpinning concepts
- Take a shared responsibility to ensure ongoing support for a child-safe culture within the Catholic Education system
- Other duties as directed by the Director Corporate Services and Principal

2. SELECTION CRITERIA

Essential

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Tertiary, building or trade qualifications in a related field with significant knowledge of and experience in property management principles, procedures and standards
- Firm knowledge of Occupational Health and Safety and Work Safe practices
- Knowledge of contract documents and specifications
- Working knowledge of all trades
- Strong knowledge of plant and machinery
- Skill in organising resources and the capacity to set priorities and work to deadlines
- Ability to supervise and train staff, including organising, prioritising, and scheduling work assignments
- Demonstrable ICT competencies in at least project management, works management and Microsoft Office Suite
- Extensive leadership and management skills
- Ability to be flexible, adaptable and calmly work in a fast-paced evolving work environment
- Strong dedication to customer service
- Strong problem-solving and project management skills
- Excellent verbal, non-verbal and written communication skills, enabling harmonious and positive environment

Desirable

- Formal project management qualifications
- Experience in a comparable role in either a secondary college/school or tertiary institute
- Ability to analyse and interpret financial data and prepare financial reports and projections

3. TERMS OF EMPLOYMENT

- Occasional evening and/or weekend work will be required
- Five weeks annual leave
- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)
- Completion of Child Protection and Mandatory Reporting Training