

## PROPERTY SERVICES MANAGER

### POSITION DESCRIPTION

#### Introduction to the College

Trinity College has its origins in Christian Brothers College (Perth). Founded in 1894, the 'Terrace School' was located at the corner of St Georges Terrace and Victoria Avenue in the heart of the city. In 1938, the boarders moved to the new Aquinas College, while the day boys remained at CBC. When Perth hosted the 1962 Commonwealth Games, the City Council acquired the Terrace site for a hotel and the College moved to the new Trinity College campus located beside the river in East Perth. In 2007 the Christian Brothers handed the governance of their schools over to Edmund Rice Education Australia (EREA). Trinity College celebrated its 125 Year Anniversary in 2019.

Trinity College is a Catholic school in the Edmund Rice Tradition. The College receives its educational mandate from the Catholic Archbishop of Perth and operates in accordance with the policies of Edmund Rice Education Australia and the Catholic Education Commission of Western Australia. Trinity College is a member of the Public Schools Association (PSA) of Western Australia.

Trinity College proudly provides an all boys' education for students from Year 4 through to Year 12. A Trinity College education is based on four pillars – Faith, Academic, Cultural and Sport, with our commitment to the development of each student's faith and personal spirituality being of most importance. A particular emphasis is placed on a developmental program that assists in the formation of each student as they journey from boyhood to manhood. The College motto *In Nomine Domini* - In the name of the Lord; is the foundation for all in our community to focus their endeavours in the heart of our call to be Christian. The maxim by which our students are encouraged to live by is *Men for Others*. This philosophy is clearly articulated through our Service programs, our Immersion experiences and our Retreat programs. We demonstrate the Church's commitment to the dignity of the individual, particularly by being called to relationship in community.

Our spacious and well-appointed East Perth campus has grown considerably thanks to the efforts of many in the College community. Several specialist facilities have been developed including the Chapel, Design and Technology Centre, Observatory, VR Laboratory and Swimming Pool. In recent years, a new Cultural Centre (Music, Art, Campus Ministry) was added along with extensions to the Library and Science Block. Most recently, the magnificent new Sports Centre was completed. These excellent facilities are complemented by our Outdoor Education Centre (Camp Kelly, Dwellingup) and our playing fields at nearby Waterford. We enjoy a strong reputation for the excellent pastoral care of our students.

Due to its central location, Trinity College attracts enrolments from all over the metropolitan area and this provides a wonderfully eclectic mix of students. Trinity College aspires to be an inclusive, creative learning community centered in Christ, committed to the education and development of each individual. To this end, a range of pathways are offered to cater for the

diverse needs of all boys. Our Mary Rice Centre provides education for students with particular learning needs, extension programs exist across all curriculum areas and our scholarship and bursary programs for Aboriginal and Refugee students are very highly regarded. Trinity College provides recognised pathways for University entrance (ATAR Courses) and has established a well-earned reputation for excellence in this regard. The College also provides a comprehensive set of highly developed Vocational Education and Training opportunities. These offer nationally accredited qualifications, valuable work experience and enable access to post- school destinations such as TAFE, traineeships and apprenticeships. The curriculum programs are current, utilize the latest technology and respond to emerging trends in education and the ever-changing demands of our modern world.

The College enjoys a strong reputation for the excellent pastoral care and formation of our boys. The College Staff are wonderful role models who give enormous hours of their time to both the formal and informal curriculum. They value the dignity and worth of every student and strive to create a positive learning environment in which the personal needs of all students are catered for. The boys are encouraged to seek personal excellence and challenged to discover and develop their talents not only for themselves, but in the service of others.

## **PROPERTY SERVICES MANAGER**

### **The Role**

The purpose of this key position is the overall management of the Grounds and Maintenance team, providing supervision to staff in the team and ensuring a high standard of safety and workmanship is maintained for the College across all 3 sites - East Perth, Waterford and Dwellingup.

The role is responsible for:

- formulating 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
- monitoring maintenance requirements through visual inspection of the College plant and equipment and prioritise response according to the College's requirements
- where applicable, assess project needs, prepare sketches, liaise with stakeholders, assess quantities and costings
- planning for major upgrades and capital expenditure including quotes, pricing, liaising with consultants, builders, trades and contractors, in line with the College's Strategic and Master Plans
- responding to the day to day needs of the College in supporting events, carnivals, assemblies, exams etc.

### **Role Reporting responsibilities**

- Accountability: Business Manager
- Reporting: Principal, through the Business Manager
- Line Management: Business Manager

## KEY AREAS

The Property Services Manager's responsibilities include, but are not limited to, the following key areas:

- Coordinate maintenance staff for day-to-day College requirements for
  - Minor repair requests
  - Staff assistance
  - Furniture moving
  - Delivery of paper, water and parcels
  - Assembly, event and exam setups
- Contractor coordination
  - Cleaning
  - Plumbing
  - Electrical
  - Fire Service
  - Security – Camera's, door and gate access
  - Lifts
  - Roofing
  - Air Conditioning
  - Refrigeration
  - Hygiene
  - Water Fountains
  - Other contractor coordination as required
- Pool
  - Oversee contractor
  - Coordinate servicing of boiler, pumps
  - Maintain stocks of chemicals
- Security
  - 24hr contact number and attend when needed for emergencies (shared)
  - Onsite contact for Security patrols
  - Set College alarm and gate times as per weekly requirements
- Maintenance of Machinery/Equipment
  - Overseeing and coordinating
    - Servicing and maintenance of various machinery and equipment to ensure good working order
    - Repairs as required
  - Implementing and maintaining machinery and equipment replacement schedule

- Furniture
  - Ordering new as per requirements
  - Repairing
- Vehicles
  - In liaison with the Business Manager and Grounds Manager where appropriate, ensure maintenance and upgrade of vehicles at the College requirements
- Assist Head of Grounds with
  - Servicing and annual safety checks
  - Weekly safety checks
  - Driving when needed
- Any other tasks as required by the College Leadership Team

### **Team Contribution**

- Ensure a friendly, helpful and professional demeanour at all times
- Demonstrate a high level of interpersonal skills
- Create positive and open communications to deliver the best possible outcomes
- Ensure systems and processes are optimised for efficiency and effectiveness, whilst seeking ways to continually improve such systems and processes
- Demonstrate a flexible approach to the role
- Support others and facilitate a team-orientated, professional environment
- Demonstrate the ability to work independently and also within a team environment
- Demonstrate excellent time management and organisational skills, including the ability to meet deadlines
- Demonstrate the ability to work with a wide range of staff and to build meaningful and professional relationships with College staff
- Contribute to a positive and vibrant workplace
- 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 and promote the principles of the Code of Conduct at all times, including taking appropriate action in relation to any breaches of the Code of Conduct to ensure the safety and wellbeing of students, self and others

### **Additional Role Components**

All staff within the College, are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church
- Ensure the underlying values of the College Mission are embedded within work practices
- Contribute appropriately to the implementation of the College's Strategic Plan
- Complete the necessary professional learning associated with this role

- Ensure attendance at staff meetings and other College functions as the Principal may require on occasions
- Be willing to undertake formation programs with Edmund Rice Education Australia (EREA) as required by the College
- Undertake any other duties or responsibilities that may be assigned by the Principal

## **SKILLS AND ATTRIBUTES**

### **Essential Criteria**

- A strong commitment to the ethos of Catholic Education and a willingness to promote and support Catholic values as a member of the Trinity College Community
- 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 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
- Have the ability to work in a collaborative environment with others
- Have the ability to work in a highly organised manner, including adherence to deadlines
- Have demonstrated ability to use initiative and have personal drive and a strong sense of professionalism
- Be self-directed and highly motivated
- Have the ability to competently manage conflicting priorities, adopting a flexible approach, to ensure adherence to deadlines as required

- On appointment, the successful applicant will be required to:
  - Provide/obtain a current WA Department of Education Criminal History Check prior to commencement of employment
  - Provide/maintain a current Working with Children Check (WWC)
  - Provide/maintain a current manual Drivers Licence
  - complete Mandatory Reporting Training
  - complete Staff Code of Conduct Training
  - acquire and/or maintain relevant Accreditation requirements to Work in a Catholic School
  - complete other staff training modules as requested

### **Child Protection**

Trinity College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Catholic Education WA Child Protection Policy statement at all times.