



POSITION DETAILS:

Position Title:	Facilities & Property Manager
Group:	Facilities & Property
Supervisor:	Headmaster
Classification:	Level 6
Direct Reports:	Logistical Support Officer Maintenance Person
Date of Last Review:	September 2018

PRIMARY ROLE/PURPOSE:

The Facilities & Property Manager has an important role in the life of St Paul's School. The effective performance of this role will contribute directly to the School's mission of providing a dynamic, creative and caring environment by utilizing resources and maintaining facilities to the highest possible standards. The Facilities & Property Manager will be an important leader of the team that maintains a student-centered environment.

Expectations

The Facilities and Property Manager will be expected to exhibit a thorough knowledge of maintaining facilities and a commercial approach to utilizing resources, managing building and Capital Works construction projects and coordinating and supervising a team of workers. The Facilities and Property Manager will need to demonstrate initiative and diligence to successfully fulfil this role. It will be a challenging role that requires an ability to work autonomously but also to engage and lead a team to achieve stated deadlines. The Facilities & Property Manager will be expected to maintain effective relationships with all members of the St Paul's community. Effective performance of this role will entail the unequivocal support for the Anglican Ethos of St Paul's.

Overall

Supervise, coordinate and direct the wide variety of activities involved with maintaining the School's facilities and equipment (eg. the inspection of plant, machinery and equipment, building and grounds management) and negotiate their use by the community, liaising with external agencies as required on matters associated with the provision of effective maintenance and minor works services.

RELATIONSHIPS AND AUTHORITY

This position is responsible to the Headmaster for the day to day performance of duties.

The direct reports to this position are the Logistical Support Officer and the Maintenance Person.

The position will liaise with other employees of the School in conjunction with other direct reports to the Headmaster to effectively attend to the duties and accountabilities of the position.

KEY ACCOUNTABILITIES:

Strategies and Plans

- Participate with the review, development and implementation of maintenance strategies, including preventative maintenance procedures, to ensure effective provision of serviceable equipment for the School;
- Co-ordinate construction plans, general maintenance with School activities and requirements;
- Prepare long term forecasts of expenditure, including periodic updates;
- Manage and execute maintenance contracts – eg. cleaning, grounds, catering, etc.;
- Manage and co-ordinate the Lockdown and Evacuation Plan as Chief Warden, assisted by the Maintenance Co-ordinator.

Repairs and Maintenance

- Co-ordinate and monitor the School's general repair and maintenance program;
- Co-ordinate and monitor preventative and reactive maintenance on buildings and School equipment;
- Ensure School facilities and equipment are maintained in accordance with Workplace Health and Safety and Risk Management and Manufacturer's specifications, and other legislation;
- Maintain fire protection equipment - automatic and manual;
- Maintain all reticulated service mains - water, sewerage, storm-water and hot water;
- Monitor payment of invoices in accordance with company policies;
- Review maintenance statistics and provide recommendations to the Headmaster;
- Track expenditure relating to maintenance.

Budgeting and Financial Management

- Assist in the Preparation of the annual budget for buildings and grounds and monitor costs against the approved budget, taking appropriate action to align actuals to budget;
- Code and authorize payment of Contractors;
- Undertake financial analysis of expenses to identify cost savings.

Facilities Management

- Manage and monitor of the booking and hiring of School facilities, ensuring suitable supervision of equipment and facilities;
- Order and maintain stocks of beverages (alcoholic and non-alcoholic drinks) for staff functions, including responsible storage;
- Assist with the planning and set up of facilities and equipment to support planned activities and marketing events;
- Maintain a register of hire and adequate booking system that ensures sufficient consultation and communication with staff as to external activities;
- Co-ordinate the procurement and implementation of property and equipment for the School, (moves, adds, changes), including Capital Expenditure Projects ensuring accurate and timely completion and recording;
- Monitor and co-ordinate the replacement, maintenance and overall condition of School assets and facilities, including repairs, cleanliness and periodic servicing requirements;
- Co-ordinate any changes in premises and relocation of staff and equipment;
- Maintain accurate records and log sheets of asset usage, maintenance schedules and Portable Items;
- Undertake regular equipment inspections to ensure compliance with safety standards;
- Oversee the School's security system.

External Providers

- Ensure subcontractors are qualified and insured and that all work is completed to the required standard;
- Track receipt of relevant contractor documentation (Insurance and WH&S coverage, return of signed agreement, payment claims);
- Work with Contractors to provide instructions and resolve issues;
- Work with the Headmaster to set and monitor performance standards for external service providers and contractors;
- Track delivery of services including materials and labour and tasks completed by contractors.

Stakeholder Relations

- Maintain positive relationships with all internal staff, external providers and the direct community. Provide accurate and timely information and secure their commitment to outcomes;
- Meet with staff to discuss their needs and issues relating to the School and provide information and/or assistance to staff;
- Communicate the maintenance schedule to School staff as appropriate;
- Respond to issues/questions raised by School staff.

School Safety Officer

- Have knowledge of, and comply with, current Workplace Health & Safety legislation;
- Manage and action Accident & Incident Report Forms promptly;
- Identify School risks and hazards, in liaison with the Risk & Compliance Officer;
- Review WH&S policies and procedures, in liaison with the Risk & Compliance Officer;
- Chair the WH&S Committee.

Other

- Other duties as delegated by the Headmaster.

KEY SELECTION CRITERIA:

Qualifications

- Building Trade certificate or equivalent with substantial progress towards or completion of an Associate diploma qualifications, combined with substantial experience in building, Project Management and grounds maintenance or five years or more experience in a similar position.
- A Workplace Health & Safety qualification would be highly regarded.

Essential

- Demonstrated knowledge of Facilities and Property management practices and principles and its application within a School environment and the management and co-ordination of projects;
- Demonstrated ability to co-ordinate and supervise contractors across all levels and be on call for after hours emergencies if required;
- Sound consultative skills in liaising with internal and external clients and other parties;
- Demonstrated Leadership skills, able to motivate and mentor a team to achieve outcomes under tight timeframes, and the ability to work successfully both individually and as a member of a team providing quality services with a client service and projecting a professional image;
- Competent in basic computer skills (Microsoft Word and Outlook);
- Experience in managing a budget, including the delivery of outcomes within budget parameters.
- Possess a professional and courteous phone manner;
- Possess a high level of organisational and interpersonal skills;
- Possess a high level of communication, written and verbal skills;
- Possess the ability to find solutions through creative thinking and collaboration;
- Have a service ethic;
- Ability to work to deadlines;
- Ability to work effectively with minimal explicit direction and supervision;
- A willingness to be a member of a team and to work collegially with other staff members;
- Possess a high level of professional standards and conduct;
- Experience working in a School setting would be an advantage;
- Willing support for the Anglican Ethos of the School;
- Possession of, or the ability to acquire, a current blue card (Working with Children Check by Blue Card Services);
- **Must be an Australian resident and eligible to work in Australia.**

Criminal History Checks

- The School will conduct a Criminal History/Police Check on the successful applicant;
- The offer of this position is subject to the successful outcome of the Police Check and the Working with Children Check application;
- Should the Police Check or the Working with Children Check application reveal a negative outcome, the offer of this position will be immediately withdrawn.

AUTHORISATION:

I hereby agree that this Role Statement accurately reflects work requirements.

Headmaster

Paul Browning

Name

Signature

Date

**Facilities &
Property
Manager**

Name

Signature

Date

ATTACHMENT – ST PAUL’S SCHOOL

ETHOS STATEMENT

The School’s Purpose is “to prepare resilient, global citizens, who are innovative thinkers, with a heart for servant leadership.”

The School’s Vision is “Leading in educational thinking and practice.”

The School’s Values are:

By **Faith** and by **Learning** we strive to grow in **Community** with God and each other, valuing each person and celebrating individual excellence.

We value Faith believing where:

- Each person is a unique creation of a loving, redeeming God and able to be empowered and sustained by the Holy Spirit through the teaching and life of Jesus Christ.
- Each person can have a relationship with God, through Jesus Christ, demonstrated by modeling one’s life on Christ, serving others and participating in the traditions and practice of the Anglican Church.

We value Learning where:

- Students are encouraged and supported as they strive to reach their intellectual, creative, physical, social, moral, emotional and spiritual potential in a balanced and disciplined way.
- Students fully explore a range of topics, themes and concepts which have relevance, real-world application and a focus towards the future.
- A variety of student dispositions to learning are fostered through our five Realms (viz. Creativity; Design Thinking; Entrepreneurialism; Global Sustainability; Inquiry), which are embedded from P-12 across all Learning Areas.

We value Community where:

- Students, staff and families support the aims, purpose and mission of the School and serve one another using their God-given gifts.
- Students, staff and families grow together in faith and learning, promoting love, justice and mercy - at home, at School and in the wider world.
- Students remain connected to the St Paul’s community when they graduate, through a vibrant Past Students’ Association.

SCHOOL EXPECTATIONS

All employees are bound by the requirements of the School's policies and procedures as they apply from time to time, and are expected to act with integrity, and in a way that demonstrates a proper concern for the public interest expressed with a framework of a Christian educational organisation.

As such, employees at St Paul's School are expected to embrace the following statements.

As well as comply with all federal and State legislation as they apply from time to time as well as any relevant Canon Laws or Diocesan policies.

Much of the information gleaned by employees during the course of their duties is confidential and should be treated as such. Employees shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly and cause harm or detriment to any person, body, or the School.

Proof of qualifications as well as a disclosure on any matter which may affect your employment in this position will also be required prior to commencement.

LEADERSHIP EXPECTATIONS

"If a leader's actions are driven by service and dedication to a cause or a relationship then they are a servant leader."

Leadership at St Paul's is based on the philosophy of individual and School "wholeness", collaboration, teamwork and transparent decision-making. The model of leadership reflects the values central to St Paul's School, that of Faith, Learning and Community.

Leadership Principles underpinning the Leadership at St Paul's:

- St Paul's School leadership structure is **student-centred** and reflects our agreed values of Faith, Community and Learning.
- The leadership structure is **learning-centred** for both students and staff, providing opportunities for open and transparent communication and decision-making.
- Collaborative leadership based on teams enabling of ideas to be brought forward by anyone through a variety of formal and informal routes (everyone's voice deserves to be heard).
- Education of the whole person in which the intellectual, spiritual, emotional and physical development are all-important and integrated.
- The importance of creating an environment which encourages high academic achievements at senior levels by ensuring appropriate methodologies and subject content.
- The concept of St Paul's School as a single whole School, made up of four Sub-Schools each with some degree of autonomy whilst sharing many common elements.