



# Catholic Ladies' College Ltd

(ABN 44 058 164 891)

## Property and Services Manager Role Description

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society. As the leader of our Property & Services team you will be expected to support the mission of the College.

### Broad Overview

The Property and Services Manager is responsible for the safety, compliance and oversight of the grounds, buildings, furniture, equipment and resources of the College. The Property and Services Manager will work closely with the Business Manager to monitor the condition and use of all facilities and equipment at the College. The Property and Services Manager will lead a small Property team to ensure the delivery and reliability of service to all areas of the College. The role includes providing timely support for educational programs and being an active member of the College staff and community.

### Key responsibilities:

*The responsibilities of the Property and Services Manager include, but are not limited to:*

<b>Leadership</b>	<ul style="list-style-type: none"><li>• provide strategic advice to the Principal and Business manager related to project management, maintenance and capital works</li><li>• manage expenditure relating to Ground and Maintenance within an agreed budget</li><li>• develop a preventative maintenance program and direct its implementation in consultation with the Business Manager</li><li>• oversee approved building contracts undertaken by the College and liaise with contractors, Government authorities and other regulators as necessary</li><li>• lead the Property team personnel and manage performance of team members</li><li>• liaise with business Manager to establish, document, review and maintain Policies and Procedures in relation to facilities and grounds maintenance</li><li>• liaise with the Risk and Compliance Officer to ensure all legislative and policy requirements are maintained</li></ul>
<b>Maintenance, Equipment, Property and Grounds</b>	<ul style="list-style-type: none"><li>• manage and coordinate all College grounds and maintenance functions including supervision of the grounds, Property staff, sub-contractors and also to be an active working member of the Property team</li><li>• carry out inspection tours of grounds and buildings with the appropriate personnel to check on works in progress, review completed work and plan for future work</li><li>• consult with the Property Coordinator to prioritise and allocate tasks and attend to requests promptly, coordinating weekly work tasks and ensuring there is daily communication to meet expected outcomes</li><li>• ensure all school buildings and grounds are free from hazards, safe and clean</li><li>• liaise with Contract cleaners to maintain standards &amp; monitor cleaners' performance</li><li>• repair and maintenance of all College property, including assembly and installation of furniture as required and disposal of obsolete furniture and equipment</li><li>• maintain all plant and equipment for optimum performance</li><li>• maintain a small tools/equipment register</li></ul>
<b>Security</b>	<ul style="list-style-type: none"><li>• maintain security of the College, including maintenance of alarms, electronic doors and CCTV . Responding to out of hours alarm calls and or emergencies as required</li><li>• traffic management as required</li><li>• ensure contractor attendance onsite is registered and relevant checks undertaken</li></ul>
<b>College Functions</b>	<ul style="list-style-type: none"><li>• co-ordinate set up for all College functions</li></ul>



<b>Other responsibilities</b>	<ul style="list-style-type: none"> <li>maintain up-to-date plans and files of existing College services</li> <li>ensure equipment is used and stored in accordance with Safe Work Practices</li> <li>plan, direct and supervise volunteers at four (4) working bees per year</li> <li>assist with building sets, props and preparation/pack up of College Production</li> <li>dispose of archived documents as required</li> <li>coordinate delivery of parcels, goods and bulk mail internally and externally</li> <li>provide reports to the Business Manager and Board as required</li> <li>member of the Occupational Health and Safety Committee</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>commit to and participate in professional development as required or as identified through the Annual Review process</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>conduct maintenance activities in accordance with the College's standard operating procedures and Occupational Health and Safety legislation.</li> <li>contribute to a healthy and safe work environment for yourself and others and comply with College policies and procedures</li> <li>attend staff meetings, after school services/assemblies, sporting events, mass, community and faith days as required by the Principal</li> <li>demonstrate professional and collegiate relationships with colleagues</li> <li>other duties as directed by the Principal</li> </ul>

<b>SELECTION CRITERIA</b>							
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>A demonstrated understanding of the ethos of a Catholic school and its mission</li> </ul>						
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>A demonstrated understanding of child safety and appropriate behaviours when engaging with children</li> <li>Be a suitable person to engage in child-connected work</li> </ul>						
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Trade qualifications or further training in maintenance or allied field, e.g. carpentry, or other tertiary/formal qualification</li> <li>Working with Children Check (WWC – Employee)</li> <li>National Police Check (within 5 years of issue)</li> <li>Relevant referees to support your experience</li> <li>Ability to work with Commercial Builders and Architects</li> <li>Understanding the requirements of Risk Management in a maintenance environment</li> <li>Experienced in the use of ICT, namely Microsoft /Google products</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Experience in a similar role within a school environment</li> </ul>						
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>be observant and pro-active</li> <li>Strong problem solving skills</li> <li>have a demonstrated ability to prioritise tasks and work autonomously</li> <li>strong verbal /written/ technical skills</li> <li>ability to liaise effectively with staff, students and families at all levels</li> <li>practical and sound knowledge of building practices, safe work practices and risk managements.</li> <li>current driver's license</li> <li>comprehensive knowledge of the use and care of tools and equipment</li> </ul>						
<b>Key Performance Criteria</b>	<p>Customer satisfaction and feedback will be used to assess:</p> <ul style="list-style-type: none"> <li>demonstrated high level of initiative and planning</li> <li>effective team player who works collaboratively at all levels</li> <li>other measures that may arise through the Annual Review Meeting.</li> </ul>						
<b>Physical Capabilities</b>	<table> <tr> <td>Steps / stairs (Frequent 34-66%)</td> <td>Walking (Regular 66-85%)</td> </tr> <tr> <td>Carrying/ Lifting (Regular 66-85%)</td> <td>Listening/Talking (Frequent 34-66%)</td> </tr> <tr> <td>Sitting (Occasional 1-33%)</td> <td></td> </tr> </table>	Steps / stairs (Frequent 34-66%)	Walking (Regular 66-85%)	Carrying/ Lifting (Regular 66-85%)	Listening/Talking (Frequent 34-66%)	Sitting (Occasional 1-33%)	
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## Conditions

This Position Description is a guide only and may be altered from time to time at the discretion of the Principal to meet the operational needs of the College.

Title	Property and Services Manager
Classification	Education Support Officer Level 5 Category A Full-time Ongoing Hours: Normally between the hours of 7:00 am and 6:00 pm. (Flexible attitude towards work schedules and requirements, as some work outside of regular hours may be necessary).
Reports to	Business Manager, who will report to the Principal or her Delegate
Appointment Terms	Employment in accordance with terms and conditions of Victorian Catholic School Multi-Employer Agreement (VCEMEA 2018) or subsequent revisions
Date	November 2020