



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

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| Title | College Property Manager |
| Classification | Full-Time |
| Category | Category A Remuneration Commensurate with Experience and Qualifications |
| Length of Appointment | On-going |
| Reports | Principal Deputy Principal Staff and Operations |
| Conditions | Victorian Catholic Education Multi Enterprise Agreement 2018 |

Purpose of Position

The key role of the Property Manager is to oversee property and maintenance services across the College including the effective management and supervision of the Property Team to ensure the College is consistently well serviced, maintained, presented and compliant with legislative requirements.

The Property Manager will establish a strong rapport with the Executive Leadership Team of the College and other stakeholders of the community and offer service which is exemplary, reliable and in line with college values and operational principles.

The Property Manager is a member of the team of Support Staff working within Catholic Regional College Caroline Springs. All members of staff are expected to take responsibility for the wellbeing of students at the College and to provide support to all members of the College community.

Key Contacts

- Principal
- Business Manager
- Deputy Principal Staff & Operations
- College Operations Team
- Occupational Health and Safety Committee
- College Property Team

Key Responsibilities

The Key Responsibilities of the College Property Manager include, but are not limited to;

- Overseeing property and maintenance services in the College, including supervision of maintenance staff and contractors and providing adequate induction
- Overseeing property and maintenance service contracts and assisting the Business Manager in contract reviews
- Maintenance of facilities, equipment and services for the College to a high standard
- Ensuring ongoing compliance with Work Health and Safety requirements
- In conjunction with the Principal, Business Manager & Deputy Principal Staff & Operations, implement and maintain an electronic platform for logging maintenance requests
- Contributing towards the development of a 5 and a 10 Year Maintenance Plan and service schedules for College facilities
- Operating within guidelines and budgets for operating and capital works
- Assisting with the development of documentation required for VRQA accreditation as required
- Maintaining a maintenance department Risk Register, Safe Work Methods Statement and the safe storage of the maintenance department hazardous materials and chemicals
- Assisting the Executive Leadership Team with critical incident situations e.g., fire, flooding, intruders
- Assisting the Principal and Business Manager in the preparation of the property and maintenance section of the annual operating budget for the College.

Specific Duties

The College Property Manager will work collaboratively with various stakeholders to achieve safe, and efficient work practices in the College. A more detailed, non-exhaustive, outline of duties is further outlined below.

Property Management

The College Property Manager will:

- Oversee maintenance of buildings, fixtures, fittings and manage appropriate service requirements in accordance with WHS and fire safety legislation and guidelines
- Ensure satisfactory completion of the Annual Fire Safety Statement
- In conjunction with the Business Manager, arrange for quotes and tenders according to MACS procurement policy for purchase/repairs etc
- Oversee and adjust as required all scheduled and preventative maintenance programs, including electrical tagging, fire safety inspections, servicing of air-conditioning, lifts, and pest control etc
- Maintain current and accurate records and maps of utility services, including attending to appropriate adoption of facility management software by the College Property Team (e.g. MyMaintenance)

- Oversee and manage MyMaintenance (or equivalent facilities management platform), including day-to-day task allocation and prioritisation
- Assist and support the Principal, Business Manager, Deputy Principal Staff & Operations and relevant Planning Committee's with the planning and set-up of College functions, events, incursions and other curriculum or pastoral projects as required (e.g. set-up of whole school assemblies, examination hall setup, liturgical celebrations)
- Ensure appropriate signage across the campus (including for evacuation and fire safety regulations)
- In consultation with the Deputy Principal Staff & Operations, ensure all published College maps are accurate, with updated Emergency procedure documentation
- Ensure that the campus is well presented and safe in collaboration with the respective contractors e.g., grounds and cleaning
- Manage contracted grounds and cleaning services and be the key contact for these contractors
- Ensure contractors provide the agreed service level and deliverables
- Organise the waste management and garbage and recycling collection.

Security Management

The College Property Manager will:

- Facilitate onsite access as required and keep an up-to-date register of personnel access outside of school hours
- Act as a key contact for the security company and respond to after-hours callouts as required
- Assume overall responsibility and enforce the daily security of the campus, including following internal processes for locking and unlocking gates, lifts etc
- Work collegially with the ICT Team regarding all electronic locking systems and CCTV.

Capital Works

The College Property Manager will:

- Assist the Principal and the Business Manager in contractor management of any capital works for refurbishments of existing buildings of the College as necessary
- Assist with the planning and development of new buildings necessary
- Liaise with Project Managers, Site Supervisors and Consultants as required.

Other Requirements

All members of staff at Catholic Regional College Caroline Springs are expected to:

- Be supportive of the Catholic ethos of the College
- Model behaviour, which is appropriate in a Catholic school
- Adhere to Safeguarding Standards of the College;
- Convey to the public a positive image of the College

- Be helpful and welcoming to visitors and members of the community
- Abide by all Policies and Procedures of the College
- Be committed to professional growth and development of excellence.

General Qualifications & Experience

- Valid Working with Children Check
- National Police Check

Desirable, but not essential:

- Experience in leading a team
- Experience in a School Maintenance environment
- Experience in the use of Facilities Maintenance technology (such as MyMaintenance)

Knowledge and Skills

- Excellent written and verbal communication, with an ability to communicate and interact positively, effectively and professionally with staff, students, parents and visitors to the College
- Excellent demonstrated organization of tasks and ability to prioritise effectively
- High level initiative and flexibility, with the ability to respond to the changing demands of the position
- Ability to work independently and collaboratively as part of a team.

Personal Qualities

- A courteous and professional manner and presentation
- Empathy and cultural awareness
- Reliability and punctuality
- Discretion and an ability to maintain high levels of confidentiality
- A capacity and genuine desire to learn and apply new skills
- Ability to remain calm under pressure.

Child Safety

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Please email your cover letter, curriculum vitae and detailed response to the key selection criteria to the College Principal, Mr Jamie Madigan employment@crccs.vic.edu.au