

POSITION DESCRIPTION

PROPERTY AND FACILITIES MANAGER

Position Title	Property and Facilities Manager
Reporting to	Business Manager
School Values	Respectful Relationships Responsible Citizen Adventurous Learner A True and Courageous Self

Wilderness School is a non-denominational girl's school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible, and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our school culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

Wilderness staff are highly competent, passionate and engaging in their practice.

Role Purpose:

The Property and Facilities Manager is responsible for the provision of leadership and management of the School's facilities, assets, environs and Grounds and Maintenance staff. This role is accountable for the day-to-day management of properties, grounds and maintenance activities including contractors, financial management and ensuring all regulatory security and safety requirements are met.

Key areas of Responsibility

Leadership and Management
<ul style="list-style-type: none">• Provide leadership and guidance to deliver on requirements and improve quality efficiency and productivity of the Grounds and Maintenance team.• Lead and manage the Grounds and Maintenance team including the tasks related to performance management, workforce planning and development, and compliance to WHS standards, policies and procedures.• Ensure that all direct reports have the necessary skills to effectively deliver allocated work outcomes and expectations. Take remedial action to improve any skills deficits identified.• In conjunction with the School's people and Culture Manager undertake any relevant risk assessments and site induction training for Grounds and Maintenance staff• Induct all Contractors with particular regard to site evacuation, site emergency and lock down procedures.
Property and Facilities Management
<ul style="list-style-type: none">• Ensure the School grounds and associated sites are well presented at all times.• Undertake administrative and managerial tasks in overseeing work performed on various repair, alteration and restoration projects across the School. Delegate daily tasks.• Be ultimately responsible for the management and performance of the cleaning, painting, security, mechanical and electrical service contracts. Improve service delivery and the scope of contractual agreements.• Oversee the maintenance schedule of fire-fighting equipment and emergency lighting/alarms.• Manage financial budgets and reporting requirements, ensuring maintenance and grounds activities are coordinated and cost effective.• Schedule plans and programs identified by the Business Manager in relation to School building and asset replacement, refurbishment and/or renovation.• Identify items of replacement around the School. For example, assess facilities/rooms and create a register of replacement and timelines and approximate costs to be used for budgeting purposes.

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- Manage general building maintenance as referred by the Business Manager and prepare monthly and holiday maintenance schedules.
- in the event of a major breakdown or incident within the School properties, grounds or facilities, be the first point of contact, including after-hours attendance if requested.
- Maintain a Maintenance Register (Tickit data base) summarising critical items and due dates for review. For example, timeline for arborist review, testing and tagging, exit light assessment, fire hydrants, water audits etc. Ensure jobs are completed when required.
- Discuss with the Business Manager the rectification of hazards identified through the School hazard reporting system (Tikit).
- When required, undertake project management responsibility for smaller building works projects.
- Manage the distribution and recording of all keys, manage the master key plan and identification, key filing and storage in liaison with the Business Manager.
- Maintain matrix of room keys and security codes issued to staff for the School's security system.
- Prepare reports, agenda and meeting papers for the Sites and Services Committee as required by the Business Manager.
- Attend Sites and Services Committee meetings as invited and prepare ad hoc reports.
- Manage the security operations of the School, including security contract, systems and security or safety breaches, including the role of the after-hours contact.
- Be the point of contact for the contracted cleaners and liaise with them as required. Advise cleaners of relevant dates of functions and venues to ensure that cleaning of facilities is maintained within school timetable. Organise cleaning of carpets, curtains, blinds and windows as required.
- Carry out routine inspections of school facilities and liaise with the cleaners as to the quality of work and whether additional work is required. Identify facility requirements e.g. WHS issues, general cleaning not undertaken by contractor.
- Ensure that all grounds and maintenance requirements are met for School events and functions.
- Act as the School's representative in response to building and fire emergencies.
- Arrange staging requirements for EOY events and functions as required.
- Be the point of contact and responsible for the hiring of School facilities to external parties e.g. other school bodies (P&F, OSA) regarding the Gym, Café, Parklands and Crawford to external groups and coordinating with PE, Maintenance and other sub-licensees.
- Oversees the scheduling, maintenance and monitoring of all heating, ventilating, air conditioning, water, electric and other systems to ensure efficient operation. Inspects all facilities including an annual playground audit, generates inspection reports and responses to meet identified recommendations for action plans.
- Coordinate motor vehicle bookings and bookings for BBQ trailer.
- Any other duties associated with Wilderness properties, facilities or grounds as directed by the Business Manager and/or Principal

Work Health and Safety

- Act as Deputy Fire Warden
- Ensure compliance with all WHS policies and procedures, including any amendments that occur from time to time.
- Attend Quarterly WHS meetings as a member
- Ensure any WHS issue is remediated subject to risk assessment. This may include the actioning of a short term resolution to the WHS issue to leave the area safe until an urgent inspection and resolution can be implemented.
- Comply with all WHS instructions including but not limited to safety wear (clothing, footwear, goggles, safety and sun hats, gloves, ear plugs/muffs etc.).
- Ensure compliance by adopting safe work practices and all statutory, legal and ethical obligations. Redraft from time to time.
- Ensure compliance with Wilderness policies and procedures as well as reasonable directions.
- Identify and implement risk minimising strategies and practices.

Collaboration and Teamwork

- Contribute to the team's achievement through collaborative work practices.
- Actively work together, share knowledge and practices.
- Deliver high-level customer service to internal and external customers.
- Work collaboratively within the team, to nurture and continually improve the School's buildings, grounds and recreation areas.
- Work closely with the Business Manager to assist with the coordination of external contractors and or suppliers that are engaged in maintenance programs at School properties, grounds or facilities.

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Key Requirements:

Qualifications and Experience
<ul style="list-style-type: none">• Formal qualifications in the field of expertise for this role or extensive proven experience in facilities and property management with a track record of contributing to results.• Superior organisational skills, the ability to set goals, prioritise work and manage multiple tasks.• Intermediate to advanced IT skills in the MS Office suite• A proactive view of sound customer service (both internal and external) with the capacity to think strategically and analytically to improve service delivery and effectiveness. Proven success in developing and executing business plans, managing budgets and measuring performance/results.• Demonstrated project management experience engaging stakeholders, communicating, encouraging and developing the ideas of others and successfully implementing outcomes.• Demonstrated experience as a leader with proven ability to develop strong relationships based on trust and collaboration.• Demonstrated ability to work effectively in a fast-paced work environment, multitask and maintain a calm and flexible approach.•
Personal Attributes
<ul style="list-style-type: none">• Leadership – acts as a role model, inspires others, coaches and mentors the team.• Communication – promotes an environment of open communication. Has highly developed written, verbal, listening and presentation skills.• Integrity and confidentiality – a high levels of confidentiality and cultivates credibility and honesty.• Change management – creates an open climate of creativity, innovation and acceptance. Engages and champions for results.• Adaptability and flexibility – adapts to changes in the work environment, manages competing demands and is able to adjust to frequent change, delays or unexpected events with a positive mindset.• Flexible to respond to afterhours calls• Relationship Management – builds strong rapport with a range of stakeholders and is respected for their ideas and the way they achieve results.• Organisation – prioritises and organises, is responsive and efficiently uses time.• Specialist expertise – has a deep knowledge of the property and facilities environment.

Conditions:

<ul style="list-style-type: none">• Some out of hours' work is an essential component of this role.• Work from any other metropolitan location as required.• Maintain current Drivers Licence and proven ability to drive a manual vehicle.• Maintain Senior First Aid.• National Police Check clearance. .• The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.• The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training and adhere to the School's Child Protection Policy.

Acknowledgement:

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described, under any and all conditions as described.

Signed:

Date:

Print Name: