

POSITION DESCRIPTION

Facilities Manager



About St John's Anglican College

St John's Anglican College is the leading Kindergarten to Year 12 coeducational school in south west Brisbane and is an International Baccalaureate World School for the Primary Years and Middle Years Programs. St John's Anglican College strives to provide an extraordinary, globally innovative and future-focused education from Kindergarten to Year 12. Our graduates are well educated, respectful, resilient and compassionate; equipped to be people of influence in their communities. Our teachers care about their students and are leaders in learning, focused on providing the best possible educational environment and ensuring that each child's academic potential is maximised. We value and acknowledge the skills, energy and commitment of our employees. Accordingly, we seek to attract, develop and retain staff of the highest calibre and provide a working environment that enables them to maximise their contribution to achieving the College's vision, mission and values.

Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

POSITION DETAILS	
Department:	Facilities Location: Secondary campus
Position reports to:	Business Manager
Positions reporting to this role:	Grounds and Maintenance Staff, Bus Drivers and Facilities Coordinator
Status:	Permanent, Full-time
Salary Level:	Level 8
Qualifications required:	Trade and/or Project Management Qualifications
Required experience:	Previous experience in an operational or project management role, preferably within an independent school environment. Fire Safety Advisor accreditation is highly desirable.

Purpose of the position

Reporting to the Business Manager, this role is responsible for the security, maintenance and services of work facilities to ensure that they meet the needs of the College and its employees. This is achieved by leading a team of skilled employees to maintain and develop the College's gardens, grounds and infrastructure (property, buildings, structures, furniture, fittings, utility services and alike) with a focus on providing a support service to academic and sports staff. The Facilities Manager coordinates and manages significant third-party service contracts that relate to College facilities including building contractors and compliance with regulatory requirements such as environmental, health and security standards.

In addition, the Facilities Manager fulfils the role of Bus Coordinator to provide our Bus Drivers effective communication and oversight. This role incorporates a compliance function to maintain the College's transport service within the regulatory framework.

This dynamic role incorporates Work Health and Safety (Fire Safety Advisor) and requires a logically minded and experienced facilities professional to achieve timely, cost effective and service-oriented outcomes for the College.

Duty of Care

The Facilities Manager will contribute to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Work Health and Safety and Child Protection Acts and relevant College policies and practices.

College Expectations

Leaders at St John's Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Christian values and ethos of the College
- Focused on the needs of the College's clients
- Strategic in their leadership and management
- Consultative and collaborative in their approaches to provide opportunities for staff contribution to the growth of the College as a learning community
- Committed to the holistic education of the students in their care
- Effective role models to staff through the use of appropriate conflict resolution and negotiation skills
- Supportive of the effectiveness of the Senior Leadership Team
- Maintainers of the confidentiality of the team
- Active participants in the professional learning community
- Continuously improving their teaching practice and professional knowledge base
- Facilitators of positive and productive community relationships
- Focused on developing a culture of excellence

DOMAINS OF PROFESSIONAL RESPONSIBILITY	
The Facilities Manager is responsible for meeting the following professional responsibilities. These responsibilities should be read within the context of the Statement of Principles of Leadership and Management below.	
Student Protection:	The Facilities Manager will know, understand, apply and abide by all requirements of the Student Protection in Anglican Schools Policy and Procedures.
Commitment to the College Vision and Goals:	The Facilities Manager demonstrates a commitment to the College aims and philosophy in holistic education and supports the College’s worship and value-based approaches. The Facilities Manager will embrace change and support College development, with a particular focus on building positive and productive relationships with all internal and external stakeholders.
Commitment to Students and Student Learning:	The Facilities Manager contributes to quality curriculum programs for the College by ensuring that students are safe, secure and have access to well-maintained grounds and facilities.
Collaboration within the Learning Community:	The Facilities Manager contributes to the creation and maintenance of a collaborative and supportive learning community; upholding the values and standards of the learning community.
Operational Management:	<p>The Facilities Manager has autonomy to manage the annual approved budget for the College’s maintenance services and minor capital works. In addition, the Facilities Manager has autonomy to manage the day-to-day work of their team to achieve quality service-oriented outcomes in accordance with their terms and conditions of employment. Regular consultation and communication is expected to occur with the Business Manager, Principal and Deputy Principals to ensure work priorities are achieved. Specific duties include:</p> <ul style="list-style-type: none"> • Assisting the Business Manager with planning and management of capital works as required. • Arranging and coordinating specific cleaning tasks during term breaks. • Responding to facilities and maintenance requests with a client service focus. • Ensuring that effective fire alarm, security and public address systems are properly installed, maintained, tested and always operational. • Administering the key register. • After hours contact for security and fire alarm incidents and emergency maintenance events. • Ensuring legislative compliance within areas of responsibility. • Liaison with third party providers and authorities as required. • Provision of support and advice to leadership and staff regarding property management and security issues. • Any other duties as requested by the Business Manager.
Staff Leadership:	The Facilities Manager will plan and direct the work of their team and contractors in a safe working environment in accordance with the Workplace Health and Safety Act 2011, regulations and standards. This will include manual handling as part of activities such as setting up for College events. The incumbent will also ensure that College buildings, furniture, grounds and property are kept clean and to a high standard of presentation and will arrange contractors for various repairs to College Plant and Equipment as required. The Facilities Manager will arrange for maintenance and minor capital works, including negotiating with suppliers, supervising minor capital works as required, issuing purchase orders and approving invoices for payment within budget and according to financial delegation.

Development of the College Community:

The Facilities Manager will provide effective management of the College's relationships with all internal and external stakeholders. The Facilities Manager develops a climate of client service within the College by building positive, productive and professional relationships.

All employees recognise and accept that multi-skilling is an essential component of employment with the College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

SELECTION CRITERIA/COMPETENCIES

The ideal candidate will possess the following competencies, skills, qualifications and experience.

- Stakeholder Management skills to work effectively with a range of people and negotiate mutually beneficial outcomes wherever possible.
- Demonstrated experience in leading and motivating a team to achieve quality business outcomes in a client service environment.
- Communication skills and ability to manage projects or regularly scheduled works effectively and efficiently to deliver agreed outcomes within set timeframes and budgets.
- Ability to work to set timeframes and prioritise work appropriately including managing, maintaining and monitoring records and work requests to achieve quality outcomes.
- Sound working knowledge of legislative requirements within areas of responsibility including Work Health and Safety and Building compliance.
- Ability to read and understand technical site/building drawings.
- Demonstrated communication and interpersonal skills, including conflict resolution and negotiation.
- Well-developed problem-solving skills to determine a considered and appropriate course of action.
- Computer literacy to an intermediate level.
- Operational knowledge and understanding of an independent school environment and the role that Facilities and Maintenance play within the environment is highly desirable.
- Possession of relevant post-secondary qualifications.
- A growth mindset.

St John's Anglican College Statement of Principles of Leadership and Management

The College believes that success as leaders and managers requires:

- A positive and proactive approach
- Social competence, including empathy, interpersonal skills and the capacity to motivate others
- The ability to delegate, encourage and empower others
- The ability to use a variety of decision making skills, seeking consensus through collaboration and consultation
- The capacity to build positive and affirming relationships creating trust and harmony
- The ability to coach, mentor and develop skills in other staff
- The ability to communicate the vision and to generate ideas and strategies to support its implementation

- An understanding of school culture and the ability to implement strategies that will support and enhance its development
- A positive approach to reflective practice and continuing professional growth
- Personal qualities including integrity, resilience, and good humour
- The ability to manage stress and live a balanced life

Effective leadership and management at the College will therefore involve:

- Modelling the College's Christian values in all areas of College community life
- Developing and implementing leadership and management approaches that are valued by the College community
- Managing processes for employee's induction, supervision, professionalism, review and development and welfare
- Generating ideas and strategies that enhance and support the implementation of the College's aims, philosophy, goals and culture
- Using decision making processes which include consultation and collaboration and consensus building
- Developing policies and procedures that support the implementation of the strategic direction appropriate to each area
- Reviewing policies and procedures that support the implementation of the strategic direction appropriate to each area
- Developing operational plans which support the implementation and regular review of the achievement of strategies and actions
- Establishing a culture of reviewing outcomes, using student and staff data, evaluation feedback and client perceptions, to make informed decisions
- Managing budgeting and resources to achieve the College's overall goals for program effectiveness
- Creating and enabling teams to facilitate participation and develop leadership skills in others
- Ensuring that the workplace is safe and secure for all staff and students
- Reporting annually to the Principal on the achievements of each area and future plans for development.

Important information

People who work for St John's Anglican College must comply with the Code of Conduct, relevant legislation, policies and procedures.

- A Safe Ministry Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College.
- People appointed to this position must have the ability to successfully obtain and maintain a Working with Children Blue Card in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.