



Role Description

Facilities and Property Manager

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All staff members of Santa Sabina College are expected to support and promote the College's Catholic, Dominican mission. Santa Sabina College is an IB World School and educates students to achieve personal excellence, to act with justice and compassion, and to embrace the future with an optimistic global vision.

The College is committed to ensuring that all staff promote the inherent dignity and fundamental rights of students and colleagues within a safe school and work environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Role Purpose

The key role of the Property and Facilities Manager is to oversee the management of property and maintenance services across the College campuses (Santa Sabina 5-12, Primary P-4 including Mary Bailey House Early Education Centre and Tallong Outdoor Education Centre in the Southern Highlands). The College is to be consistently well serviced, maintained and presented to the highest standard while compliant with legislative requirements and safe work practices through the effective management and supervision of the Property Team and external contractors.

The Property and Facilities Manager is the Chief Fire Warden and is responsible for operational security of the premises. The role is responsible for the procurement and management of College assets including furniture, plant and equipment in line with financial budgets and is actively involved in the operational aspects of capital works. This includes the oversight and maintenance of all buildings and grounds, security, fire, cleaning, waste management, and minor refurbishment projects

Organisational Relationships The Property and Facilities Manager reports to the College Principal and the Director of Business Services.

Key Responsibilities

College Mission

- understand, support and promote the Catholic, Dominican Mission of the College



Del Monte Primary Campus | Gioia House | Santa Sabina Secondary Campus | Outdoor Education Centre Tallong | Mary Bailey House Early Education Centre

www.ssc.nsw.edu.au
enquiries@ssc.nsw.edu.au

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90 The Boulevard
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- articulate a clear understanding and personal commitment to the mission of the Catholic Church and the significant role of a Catholic school
- understand, promote and lead best practice in ensuring Santa Sabina is a child-safe school
- support the strategic thinking and development of the College
- articulate the College strategy confidently and positively and support its implementation at all times
- develop internal and external partnerships to support the vision and mission of the College

Maintenance Facilities, Grounds and Asset Management

- manage the maintenance budget in collaboration with the Director of Business Services and adhere to budgetary parameters
- ensure that essential maintenance requirements of Building Regulations are carried out in accordance with the law
- manage suppliers and subcontractors in all aspects of College operational maintenance activities
- be responsible for ensuring the safe and efficient operation of all premises-related mechanical, electrical, heating services and other plant
- manage the short, medium and long term preventive maintenance schedules and coordinate works and repairs and follow up to ensure works have been completed to ensure assets are regularly serviced and kept in excellent order
- take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation
- communicate and coordinate with the Director of Early Learning to ensure compliance in relation to all property and maintenance of equipment requests
- coordinate and oversee the non-term time roster of the facility and grounds maintenance as well as repairs allocated to the Property Team, ensuring these are completed in timely manner and to a high standard
- liaise with delegated persons on each campus to ensure ongoing maintenance and development matters are acted on expeditiously
- conduct safety audits of vehicles, buses, workshops, facilities and plant and equipment
- prepare status reports on work requests and other activities as relevant
- chair toolbox meetings with the Property Team
- demonstrate initiative and enterprise in developing and improving efficient and effective alternative work practices in the maintenance of the College's facilities
- demonstrate general proactiveness, timeliness, and ability to prioritise issues based on the identified needs of the College community
- support, supervise, train and review the Property staff annually, according to the College Professional Growth Guidelines

Project / Contractor Management



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- oversee and coordinate grounds, waste management, cleaning and security contracts
- ensure annual arborist inspections are carried out and remedial actions are made for in accordance with the management plan
- liaise with outside agencies (including the College architect or project manager, engineers), government departments, local Councils in relation to the specific management requirements of the College buildings and maintenance
- plan and oversee non-term time minor refurbishment/building programs on a timely basis in accordance with the annual budget
- assist in the efficient management of major building and construction projects in conjunction with the Director of Business Services
- ensure all documentation regarding Work, Health and Safety (WHS) and contractor inductions is in place
- perform Contractor site inductions
- ensure that providers of services comply with relevant government legislation including WHS, Child Safeguarding and immunisation

Operational Security and Fire Warden, WHS and Risk

- act as Chief Fire warden including being the out of hours contact for fire and security services.
- ensure the Annual Fire Safety inspections are completed and rectification works done to ensure compliance for all campuses
- Coordinate and implement all campus security operations, maintain infrastructure and assets (including CCTV), and engage and liaise with service providers to ensure the campuses are secure.
- Key contact for after-hours security/emergency incidents - After hours attendance to alarms or emergencies may be required.
- Undertake emergency management or critical incident responses as required
- Report all accidents, incidents and hazards as soon as is practicable and rectify as necessary
- Support the Workplace Health and Safety Committee and action recommendations from in Risk Assessments relating to site maintenance and health and safety aspects of the College
- prepare a thorough Property Report for the Finance and Property Committee meetings
- assist the Deputy Principal Strategic and Educational Operations P-12 by preparing information regarding risk for the Risk Committee
- review safety and security procedures as required and update policies and procedures in accordance with the College's protocols
- provide support and advice to all other staff on matters relating to property management, security and work safety issues
- liaise with College Principal, Director of Business Services, Deputy Principal Strategic and Educational Operations P-12 as required to ensure knowledge of building, maintenance and security issues is shared, and recommendations for action and implementation are clearly outlined



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Qualifications, knowledge, skills and experience

- demonstrated experience working in a complex stakeholder management environment
- TAFE or trade qualifications in relevant discipline or at least 5 years' experience in project management, facilities management, property management or similar discipline desirable
- possess the technical skills relating to the efficient running of large buildings including a broad knowledge of grounds, maintenance, building repair, alterations, utilities and all related areas
- experience in heritage buildings desirable
- hold a valid and current NSW drivers licence desirable
- experience of managing budgets and delivering desired project results on time and on budget
- in depth knowledge of legislation and regulation surrounding property management
- solutions oriented with a “can do” attitude
- excellent organisational and management skills, and the ability to prioritise own time and that of the property staff
- excellent interpersonal skills including oral and written communication
- proven success as a team leader with demonstrated outcomes
- proficient ICT skills across a range of platforms and programs
- membership of professional organisations associated with the work of property management
- ideally be a qualified Workplace Health and Safety Officer and Fire Safety Officer or willingness to undertake the training

General accountabilities for all staff

- be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- adhere to the College's professional dress code for property staff
- attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days as required by the College Principal
- demonstrate professional and collegial relationships with colleagues
- commit to and actively support the College's agenda for continuous improvement through participation in school improvement planning and professional growth
- any other duties as may be reasonably requested by the College Principal and Director of Business Services

Work Pattern:

The position is full time – 48 weeks per annum

The College reserves the right to alter roles and responsibilities at any point in time.



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