The Facilities Manager is appointed by the Principal and is accountable to the Principal through the Business Manager.

The Facilities Manager is responsible for implementing the College philosophy and modelling and supporting the goals of the College Mission – Education, Spirituality, Community and Justice. The Facilities Manager supports the vision and goals of the College as a learning community and participates in ongoing professional development and learning. The Facilities Manager is an integral part of the College’s operations.

Marcellin College is an inclusive faith learning community where Jesus is known and loved, ensuring each boy is in a safe and nurturing environment, and the dignity of all is respected.

This position is responsible for managing, maintaining, developing and continuously improving the College’s facilities, being the built environment, other facilities and grounds. The College’s facilities need to provide a safe environment for staff, students and the community to be maintained to ensure compliance with relevant Occupational Health & Safety and other relevant legislation. The position works collaboratively with all members of the College staff, external contractors and outside user groups.

**Responsibilities:**

**Management**

- Manage the Facilities team that incorporates the grounds and maintenance staff (current total FTE of 6.0)
- Review and update Position Descriptions (PD’s) for all grounds and maintenance staff and provide ongoing support and professional learning opportunities to ensure development of staff
- Participate in the College’s broader community and professional learning activities and events
- Budget preparation and monitoring for operational and capital works including annual budgets and longer term planning
- Value-for-money approach with cost savings to be targeted without impairing quality
- Coordinate staff resource requirements for the set-up of furniture in rooms/halls for school assemblies, functions and any other activities that may occur
- Raise purchase orders for grounds and maintenance activities (both recurrent and capital expenditure) within delegation authority limits and seek further approval as necessary
- Organise the requirements for the related community organisations using our facilities including the Marist Community, MCCA, Old Collegians, sporting clubs and others
- Regularly meet with the Facilities team to seek feedback and provide information on school activities
- Provide regular updates to the Business Manager and other members of the Leadership team as required
- Attend staff meeting and briefings as required
- Commitment to professional learning and liaison with peer groups within the schools’ facilities networks
- Perform other duties as required by the Business Manager or others in the Leadership team
Contractors

- Maintain and negotiate external contracts using best practice relating to facilities including security, cleaning, essential services, key supplies, maintenance (painting, electricity, plumbing and others) and grounds
- Regular meetings with external contractors ensuring Service Level Agreements (SLA’s) are being met
- Ensure all external contractors are formally inducted prior to working on site and are aware of the relevant College policies and procedures
- Control and monitor contractors when on site

Projects

- Coordinate and manage all minor capital works relating to facilities
- Key liaison and College representative for facilities matters relating to major capital works including the Hermitage redevelopment and future projects and providing regular reporting to College leadership on status of works
- Actively review facilities and provide recommendations for further improvement particularly relating to safety and traffic management
- Competent in using necessary IT tools to manage projects

Compliance

- Oversee essential services and all safety aspects relating to the College’s facilities
- Maintain and update as necessary the relevant compliance registers including asbestos and electrical safety (testing & tagging) and other facility related compliance requirements
- Keep abreast of impending changes to relevant compliance legislation

Child Safety

- Provide students with a child safe environment
- Be familiar with and comply with the College’s child safe policy and code of conduct, and any other policies or procedures relating to child safety
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment
- Demonstrate duty of care to students in relation to the physical and mental well being

The duties outlined above may be subject to variation from time-to-time by the Business Manager or the Principal.

General

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Offices Multi-Employers Agreement.

The successful applicant will be required to undergo a Criminal Record Check and Working with Children Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Marcellin College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

38 hour working week. The position will from time-to-time require attendance outside normal hours. Four weeks paid annual leave per year.
SELECTION CRITERIA

Knowledge, Experience & Qualification

Essential

- Extensive experience in facilities management in a complex environment
- Experience in supervising and developing staff
- Medium to Large scale project management experience
- Awareness of Occupational Health & Safety regulations
- A sensitive appreciation for the Catholic ethos of the College
- A commitment to Child Safety
- A current valid Working with Children’s Check and National criminal Records Check or willing to apply for both
- Ability to work autonomously and as part of a team
- Ability to identify and address areas of improvement
- Organisational, administrative and customer services skills
- Proficiency with IT systems and related IT tools
- Undertaken or willing to undertake further professional learning in facilities management

Desirable

- School experience highly regarded
- Relevant tertiary qualification relating to Facilities or Property Management
- Knowledge of Project Management Body of Knowledge Standards
- Experience with using Synergetic IT system