



## Facilities, Services and Projects Manager

### *'Inspiring Minds, Hearts & Spirits'*

Red Bend Catholic College Forbes, located in a peaceful rural setting with state of the art facilities, is seeking dynamic staff who will Inspire Minds, Hearts and Spirits.

### **We are currently seeking a Facilities, Services and Projects Manager**

This role will provide the effective management of College Infrastructure and facilities, assist in the development and coordination of College Projects, and administer and manage Contractors delivering services to support the maintenance of infrastructure and facilities, compliance audits and management of assets.

## **How to apply**

Applicants should forward a written application addressing the selection criteria, accompanied by a personal and professional resume, giving details of background and experience.

Applicants must complete the attached application form and return this with their application, including any relevant documentation.

Please apply by email to **[employment@redbendcc.nsw.edu.au](mailto:employment@redbendcc.nsw.edu.au)**

**Applications close Friday 24 June 2022.**

## **Selection Criteria**

### **Essential**

- Demonstrated willingness to support the Marist-Mercy traditions of the College.
- Previous experience in a similar role
- Project management and / or trade or tertiary qualifications in a relevant field
- Proven ability to manage projects and / or facilities
- Ability to communicate with internal and external stakeholders
- Ability to work independently and in a team environment
- Computer skills in office applications
- Current First Aid Certificate
- Driver's Licence
- Working with Children Check will be required for the preferred candidate

# Facilities, Services and Projects Manager

## – POSITION DESCRIPTION

<b>Position Title:</b>	Facilities, Services and Projects Manager
<b>Reports to:</b>	Principal through Business Manager
<b>Location:</b>	Red Bend Catholic College College Road, Forbes
<b>Enterprise Agreement:</b>	NSW Catholic Independent Schools (Support Staff – Model C) Multi-Enterprise Agreement 2020

### ROLE DESCRIPTION

The role of the Facilities, Services and Projects Manager is to provide the effective management of College Infrastructure and facilities, to assist in the development and coordination of College Projects, as well as administer and manage Contractors delivering services to support the maintenance of infrastructure and facilities, compliance audits and management of assets.

College Infrastructure is defined as: buildings, systems, services (electrical, mechanical, sewerage, water, air conditioning and environmental sustainability)

### ACCOUNTABILITY

This position reports directly to the Principal, through the Business Manager

### ROLE EXPECTATIONS

#### Spiritual

Contributes to the development of the College as a faith community by:

- Encouraging and supporting the Catholic and Marist identity of the College;
- Giving personal witness to Catholic and Marist values;
- Participating in the liturgical and celebratory life of the College;
- Wholeheartedly supporting the Mission of the College;
- Modelling Gospel values of justice, reconciliation and hope;
- Ensuring the College policy and practice nurtures respect for difference in all its forms.

#### Professional Development

- Develop knowledge through professional reading, communications with colleagues in similar roles at other institutions and attendance at approved professional development activities.
- Upgrading formal professional qualifications where necessary or appropriate.
- Show initiative in researching ideas and concepts that may benefit the College.

## **ROLE DUTIES**

### **Administration Duties and Responsibilities:**

- Receive Instruction from the Principal, Deputy Principal and Business Manager.
- Be team focused and communicate effectively and professionally with all staff, as well as members of the wider community.
- Attend Operations and Maintenance meetings.
- Maintain strict confidentiality.
- Dress in a professional manner that fits within the guidelines of the Staff Dress Code and WHS requirements of the College.
- Be available to assist with out of hours work where required.
- Adhere to all documented workplace policies and procedures.

### **Supervisor Duties and Responsibilities:**

- Implement and track asset maintenance and purchases.
- In consultation with the Publicity Officer, coordinate the services support to internal and external events and activities as requested.
- Ensure staff follow compliance with Building regulations, Work, Health and Safety Regulations, Safe School Standards and other relevant legislation and policies.
- Manage the College Waste Management Contract ensuring this contract is executed to the highest standard.
- Manage the College Laundry Equipment Contract ensuring this contract is executed to the highest standard.
- Provide timely documentation, including invoices and properly authorised accompanying purchase orders, to Accounts Payable for settlement of suppliers' accounts.

### **Maintenance and Facilities Duties:**

- Ensure efficient and effective management of College facilities in order to support the College's requirements throughout the year.
- Assess and develop a comprehensive facilities maintenance plan with annual and five-year outlook.
- Source quotations and prepare requisitions for the purchasing of equipment and maintenance related materials.
- Supervise the College vehicle fleet ensuring high levels of serviceability.
- Coordinate and ensure that facilities are ready and prepared for functions and meetings.

### **Health and Safety:**

- In consultation with the Business Manager ensure College WHS policies are implemented.
- Assist the Business Manager in the coordination of testing and compliance of the fire and lockdown system each term.
- Oversee the testing and tagging of electrical items.
- Overseeing and being aware of the WHS, hazardous substances, environmental, water and noise regulations, operating procedures for equipment, building and vehicles.

**Communication, Reporting and Documentation:**

- Ensure the maintenance of written Services and Maintenance documentation including policies procedures plans and standards.
- Ensure asset registers are maintained within the Services area and supervise regular assets checks.
- In consultation with the Business Manager develop and manage the Services Forward Budget Forecasts and Capital Equipment Replacement Program.
- As directed, oversee, and update the Colleges Assets Register and support College stock takes.
- Regular communication to staff on the status or minor/major projects, particularly where they may impact on College operations.
- Maintain complete and up-to-date digital drawings of all utility services within the school grounds.
- Manage all of the facilities at the College efficiently and effectively, in order to support the College's requirements throughout the year.
- Ensuring a high standard of ongoing maintenance of the school's environment including buildings, grounds and landscaping;

**Coordinator of Infrastructure and Projects:**

- Develop, budget and when approved implement a proactive infrastructure program to support the infrastructure plan.
- Develop, budget and maintain the currency of building and maintenance schedules.
- Advise affected stakeholders of infrastructure maintenance and upcoming projects, including relevant safety requirements.
- Assist with continual improvement and implementation of the WHS management system to ensure compliance with relevant legislation.
- Undertake the planning, coordination and management of directed projects.
- Review construction related scope and budget documents and make recommendations to the Business Manager, Deputy Principal and Principal.
- Evaluate projects for design, manageability, and consistency with other College infrastructure.
- In consultation with the College Business Manager ensure contractors are inducted into the College and have provided the necessary compliance documentation.
- Ensure contractors to the College are effectively managed to ensure optimal outcomes
- Direct the inspection of maintenance contract work and advise once satisfactorily completed.
- In consultation with the Coordinator of Information Technology, ensure the College security, lock down and emergency systems operate effectively.
- Ensure the fire systems operate effectively.
- Ensure the ongoing environmental sustainability of College infrastructure.
- Ensure compliance with all legislative and School policy requirements.
- Maintain up-to-date digital drawings of all building structures within the College grounds.
- Attend all Operations, Maintenance, Building and Special Project meetings as required.

The Principal reserves the right to vary this position description in response to changing needs and what is in the best interests of the College.