



# Position Description

## Facilities Manager

<b>Position Title</b>	Facilities Manager
<b>Reports To</b>	Business Manager
<b>College Objective</b>	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools and demonstrate courtesy, co-operation and teamwork with fellow members of staff. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Executive Principal and other staff in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College.</p>
<b>Position Overview</b>	<p>The Facilities Manager is an integral part of the College's operations and is accountable to the Business Manager.</p> <p>The Facilities Manager is responsible for managing the Facilities team as well as dealing with a diverse range of operational, facility, property and maintenance matters, strategic planning and implementation of Capital Works Projects at St John's Newtown and Armstrong Creek Campuses.</p> <p>The Facilities Manager is to provide a safe working environment for staff and students and ensure compliance with relevant OHS regulations.</p>
<b>Key Responsibilities &amp; Duties:</b>	<p>The planning, implementation and delivery of cost-effective and quality facility services including capital works projects, maintenance, cleaning and hygiene, security, waste, traffic management, utilities, fleet/bus management and leasing, while abiding by the Occupational Health and Safety requirements of Geelong Lutheran College. You will lead the staff to ensure that work is completed, and all tasks are completed in a safe manner.</p> <p><b>Key Tasks:</b></p> <p><b>Capital Works Projects</b></p> <ul style="list-style-type: none"> <li>• Responsible for leading, consultation, planning, concept and/or design, construction supervision, contract administration, project handover and defects management in each capital work project for the College up to \$1m.</li> <li>• Establish and regularly update a comprehensive integrated project management plan</li> <li>• Facilitate the consultants and contractors related to each project</li> <li>• Monitor the project plan, timeframes, and budgets and prepare regular updates for the Executive Principal and Business Manager, as required</li> <li>• Develop, maintain and lead a strong working relationship with project consultants, contractors and key internal stakeholders</li> <li>• Prepare budgets and cost plans for each project</li> <li>• Ability to negotiate with project consultants and contractors to the required and desirable outcome</li> <li>• Research and identify the appropriate engagement methods relating to each Capital Works project</li> <li>• As required, establish and/or maintain policies and procedures relating to Capital Works Projects within the College locations</li> <li>• Ability to present to senior staff or key stakeholders</li> <li>• Assess, manage and minimise on site risk with all Capital Works</li> </ul>



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- Manage onsite contractors to ensure timeframes and requirements for the projects are met
- Provide input and execute the rollout of the College's Facilities Masterplan.
- Have an ability to utilise contemporary project management fundamentals for developing each project and its timeframes

### **Occupational Health & Safety**

- Responsible for the oversight of maintenance management and site management plans and communications
- Responsible for the oversight of OHS and Safety Operating Procedures for maintenance and contracted staff e.g. SWMS, JSA, lock out tag out
- To monitor, assess and report risk management processes for compliance in conformity to College Policy and Guidelines and report such to the Business Manager
- Be acquainted with Government Policy, regulations and legislation affecting the operation of College resources and services
- Responsible for the oversight & coordinating of Annual Essential Safety Measures compliance, documentation and report to responsible authorities
- Maintain all safety requirements for the Facilities Department
- Contribute to updating of maintenance department policies and procedures
- Manage and minimise the risk within the Property and Facilities department
- Effectively deliver efficiency of compliance and quality assurance
- Ensure all Facilities Department equipment is always secured
- Member of OHS committee
- Ensure all Material Safety Data Sheets (MSDS) are current, accessible, and compliant with relevant legislation.

### **Building & Grounds**

- Ensure that the physical assets of the College are maintained through an asset register and remain in a safe and excellent condition
- Responsible for the review, renewal and allocation of all contracts e.g. cleaning, security and transport
- Ensuring that the College is adequately protected and insured for loss and property
- Maintain a regular audit and procedure of systems, infrastructure, services and physical assets of each campus
- Oversee the allocation of the keys / security cards to staff within each campus
- Arrange inspection of buildings, and/or grounds on a monthly basis, and report through the relevant stakeholders
- Responsible for all College premises and property and organise effective repairs and minor works as required, including responding to emergency events
- Responsible for the oversight of all leasing requirements for the College
- Responsible for security, including maintaining an afterhours contact process for security call outs

### **Management**

- Manage the Facilities Department and staff, delegating appropriate day to day tasks to the relevant Facilities staff
- Responsible for the oversight of ongoing staff training
- Responsible for the oversight of contractor inductions, documentation and permit to work
- Actively work with the Facilities staff to repair College premises or property within allocated budget



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- Maintain regular and open communication with the Business Manager
- Coordination of lease agreements and use of College facilities in liaison with the Business Manager
- Monitoring the scale of leasing charges and managing a booking system for College facilities and make recommendations to the Business Manager
- Provide assistance to other team members if or when required
- Create and maintain College policies and procedures relating to facilities, OHS and fleet management, in liaison with the Executive Principal and Business Manager
- Coordinate support and set up for College events and functions and activities
- Organise tendering of relevant facility services
- Monitor, prioritise and assign incoming maintenance and facilities requests through the ticketing system

### **Fleet Management**

- Oversee the management of the College's bus operations
- Conduct yearly review, process improvement and implementation of the College's bus cycles and plans
- Oversee the budget relating to all buses and vehicles.
- Oversee the bus routes and plans annually
- Ensure that any work-related vehicle is maintained, and a register of services are kept, ensuring transparency of vehicle services and use
- As required, liaise with the Business Manager to review the fleet management services to the College
- Develop and implement an ongoing bus strategy
- Management of bus drivers
- Responsible for all regulatory and statutory requirements with bus operations

### **Cleaning Operations** (in conjunction with the Senior Cleaner)

- Ensure the cleaning services provided to the College meet high standards of cleanliness and presentation
- Supervise school cleaning staff, including the allocation and monitoring of daily cleaning duties
- Coordinate and deliver effective induction and ongoing proficiency training for cleaning staff
- Manage the receipt, distribution, and inventory control of cleaning supplies, ensuring alignment with budgetary guidelines
- Maintain all required cleaning procedures and systems to ensure efficiency and compliance
- Ensure the cleaning team adheres to all health and safety policies, procedures, and regulatory requirements at all times

### **General and Administrative**

- Demonstrate outstanding communication skills
- Use technology for the purpose of reporting, budget monitoring and project updates or planning
- Adhere to College policies, procedures and practices
- Adhere to the College expectations regarding personal and professional presentation and dress
- Attend and if required participate in daily devotions



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	<p><b>Other duties</b></p> <p>Any other assigned duties may be directed by the Executive Principal, Business Manager or their nominee as required and in consultation.</p> <p>Display and have the ability to perform the tasks which are essential to perform a job productively and to the required quality. The ability to work effectively in a team, ensuring safety at all time is essential.</p>
<b>Selection Criteria</b>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p><b>PERSONAL QUALITIES &amp; EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Proven experience in project management, including the successful delivery of capital works projects</li> <li>• A demonstrated commitment to the Christian ethos and values of Geelong Lutheran College</li> <li>• Strong financial acumen, with responsibility for developing, monitoring, and reporting on departmental and project-specific budgets</li> <li>• Proven ability to lead and implement strategic improvement initiatives aligned with the College's Strategic Vision and departmental goals</li> <li>• Proficient in the use of technology to support facilities operations and project management, including the Microsoft Office suite</li> <li>• Excellent time management and organisational skills, with the ability to plan, prioritise, and manage competing demands effectively</li> <li>• Demonstrated capacity to lead and develop staff, including conducting annual performance reviews and managing conflict resolution when necessary</li> <li>• Exceptional communication and interpersonal skills, with the ability to engage effectively with consultants, contractors, and College staff</li> <li>• Ability to remain calm and effective under pressure, with a flexible approach to rapidly changing circumstances</li> </ul> <p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Significant experience and/or tertiary qualifications in Facilities Management or a related field</li> <li>• A Diploma in Project Management or related discipline is desirable</li> <li>• A trade qualification is advantageous but not essential</li> <li>• Previous experience working in a school environment is preferred</li> <li>• Possession of a Medium Rigid (MR) licence is desirable</li> <li>• Current Driver's Licence (mandatory)</li> <li>• Current Working with Children Check (mandatory)</li> <li>• Current National Police Check (mandatory)</li> </ul>
<b>Classification</b>	<p><b>Salary</b> Negotiable based on experience.</p> <p><b>Terms</b> Permanent Full Time (includes 5 weeks' annual leave)</p> <p><b>Hours</b> Monday to Friday plus occasional weekend and after hours work as necessary</p> <p><b>Location</b> Geelong Lutheran College – St John's Newtown and Armstrong Creek Campuses</p>

### STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer