

Position Description

Property Services Manager

POSITION	Property Services Manager
RESPONSIBLE TO	Head of Finance and Services
CLASSIFICATION	School Services Officer – Category A
EMPLOYMENT TERMS	<ul style="list-style-type: none"> • Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (VCEMEA 2018) • Remuneration is in accordance with the VCEMEA 2018 and dependent on skills and experience
PREPARED BY	Head of Finance and Services / Director of Business Services
ISSUE:	DATE: December 2021

All staff members of Siena College are expected to support and promote the College mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school 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.

Reporting to the Head of Finance and Services, The Property Manager is a key role within the College and is responsible for managing the Maintenance Team. Key responsibilities include the provision of strategic advice and support to the College regarding the maintenance of all College property, facilities and grounds, Occupational Health and Safety (OH&S) compliance, oversight of all logistical operations requiring Maintenance Team support, and management of respective property budgets and forecasts.

The Property Manager is responsible for the continuous improvement of local systems and processes, chairs meetings of the Maintenance Team and contractors, and attends other meetings as required.

1. Occupational Health and Safety (OH&S) Compliance

- a. Ensure the implementation of relevant College policies, in particular those relating to Occupational Health and Safety (OH&S).
- b. Ensure a safe, well-presented, and compliant site for all students, staff, contractors and



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visitors.

- c. Responsibility for maintenance and accuracy of the College Asbestos Register.
- d. Management of all contractor-related processes and systems, including Contractor Inductions, maintaining relevant records, and auditing compliance (in conjunction with any external contractor management company or system).
- e. Ensure all College contractors are compliant (insurances, Working with Children Checks, etc), utilizing the College contractor management system (SAM4Schools).
- f. Ensure all relevant Safe Work Method Statements (SWMS) / Job Safety Assessments (JSAs) are completed and filed on all high-risk work (both for contractors and in-house staff).
- g. Ensure all compliance requirements, including signage, protective equipment and training/instruction are provided for all facilities equipment.
- h. Ensure Maintenance workshop, surrounding areas and all storage areas are maintained in a safe and tidy manner. Arrange for the disposal of unwanted furniture and equipment as required.

2. Leadership of the Maintenance Team

- a. Lead and actively develop the Maintenance Team.
- b. Promote and maintain a harmonious, cohesive well-functioning team within a productive and safe workplace. Keep all members of the team informed of any work and/or contractors on site.
- c. Conduct and chair weekly meetings with the Maintenance Team to oversee and communicate current and future priorities.
- d. Pursue best practice in the fields of Property and Facilities Management. Actively seek opportunities for innovation and leading continuous improvement across the College.

3. Maintenance

- a. Maintain all property, facilities, and grounds in a good condition to comply with relevant legislative requirements, including the Building Code of Australia and Essential Safety requirements.
- b. Overall responsibility for the College Maintenance Register. Weekly review to ensure assessment of high priority tasks within one week.
- c. Overall responsibility for the Building Management System (BMS). Manage the system to achieve optimum outcomes.
- d. Develop and maintain a cyclical maintenance program, utilizing the College Maintenance System (MyMaintenance) to schedule and document the completion of applicable cyclical maintenance tasks.

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- e. Identification and scheduling of all required works occurring during school holiday periods.
- f. Provide strategic level advice on systems and processes that will achieve the optimum use of materials and resources.

4. Strategic Planning

- a. Develop and maintain of a 2-5 year property maintenance schedule to inform financial forecasts.
- b. Provide input to new building and facility improvement projects to support the long-term objectives of Siena College.

5. Facility Services and Logistics

- a. Will be the first point of contact for out of hours requirements, regarding College security, service disruption, emergency response. Coordinate security patrols and assist in the programming of the College security software system.
- b. Responsibility for management of the cleaning contractor regarding daily work schedules and school holiday cleaning requirements. Input into contract negotiations at contract renewal.
- c. Organise scheduled disposal of rubbish, recycling, secure document bins, shredding and green waste.
- d. Responsibility for management of all College contractors within the facilities area.
- e. Attend all facilities meetings and liaise with appropriate coordinators to ensure the logistical requirements of College events and activities are delivered as required.
- f. Ensure College events and activities do not clash with scheduled works. Notify the Director of Operations immediately of any potential clashes.
- g. Liaison person with building contractors and consultants for onsite building works. Ensure that all works undertaken have a minimal interruption to College operations. Notice to stakeholders to occur 4 weeks prior. Follow up of unresolved defects with builder, project manager / architect and communication of progress to Principal and Director of Business Services.
- h. Organise administration and statutory compliance requirements for all minor building projects.
- i. Order new and secondhand furniture for the College classrooms, offices, and multipurpose areas. Consult and liaise with Principal and Director of Business Services for all new furniture before placing orders.
- j. Maintain College Key register in conjunction with Director of College Operations and HR



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6. Financial Management, Budgeting and Forecasting

- a. Maintain accurate financial records and oversee payments to contractors and consultants, ensuring accuracy, timeliness and conformity to the finance and purchase order system
- b. Provide proposed annual maintenance plan and costings for the following year to be included in the budget by the end of Term 3.
- c. Provide estimate of maintenance costs for the following 3 years to inform financial forecasts, by the end of Term 4.

7. General accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their wellbeing.
- b. Be well informed and comply with the College obligations in relation to Child Safe Standards and processes for reporting suspected abuse.
- c. Adhere to the College professional dress code for staff.
- d. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days.
- e. Demonstrate professional and collegial relationships with colleagues.
- f. Commit to and actively support the College agenda for continuous improvement through participation in school improvement planning as required.
- g. Demonstrate alignment and support for the Catholic and Dominican ethos of the College.
- h. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan.
- i. Be familiar with and comply with all College policies and procedures.
- j. All other duties as directed by the College Principal or their delegate.