



## Position Description

### INTRODUCTION TO OUR COLLEGE

Our College commenced in January 2001 in functional facilities provided by Parklands Christian Church. Each year we continue to grow in student numbers, class levels offered, facilities and resources. We see the day when over 1200 students will come on our site each day. The College is divided up into 7 areas, these being: Little Learners Early Learning Centre (6 weeks – school age), Lower Primary (Prep-3), Upper Primary (4-6), Middle School (7-9), Senior College (10-12) and Outside School Hours Care (Prep – 12).

<b>POSITION TITLE:</b>	Facilities Manager – whole of campus
<b>CONTRACT:</b>	Permanent, Full-time
<b>REPORT:</b>	Business Manager
<b>DEPARTMENT:</b>	Business - Operations Team
<b>HOURS OF DUTY:</b>	Monday – Friday (1.0 FTE/ 38 hrs per week) NB: some responsibilities throughout the year fall outside of normal work hours.
<b>PROBATION PERIOD:</b>	6-month probation in accordance with EBA
<b>LOCATION:</b>	Parklands Christian College, Park Ridge, QLD

### POSITION PURPOSE AND OBJECTIVES

This position will oversee the Facilities Management and Workplace Health and Safety (WHS) function within the College, coordinating various teams to assist with the maintenance and upkeep of the College's buildings and surrounds, whilst meeting WHS standards and ensuring a safe and well-maintained College environment for staff, students and visitors.

### KEY RESPONSIBILITIES AND PERFORMANCE INDICATORS

As the Facilities Manager your role will focus on two key areas of responsibility:

#### 1. FACILITIES, GROUNDS & MAINTENANCE GOVERNANCE

The Facilities Manager will oversee and coordinate a range of facilities, grounds and cleaning projects, maintenance and enhancement activities to ensure that the college grounds and facilities are managed and maintained to a high standard. This area of the role requires regular and ongoing collaboration with the Grounds Manager who will act as your Second in Charge (2IC), and the Business Manager will be your Line Manger.

#### ***Building and Project Management***

- Involvement in strategic planning in the areas of capital works, minor works, utilities and maintenance budgets including provision of advice on these issues.
- Provide operational support to ensure compliance with legislation, guidelines, procedures and standards with respect to facilities planning and operational management.
- Responsible for acquiring vendors and contractors, along with checking that completed work is of a satisfactory standard and meets college requirements. This responsibility can be shared with the Grounds Manager

#### ***Assets Management***

- The Facilities Manager will work collaboratively with the Grounds Manager in coordinating the grounds and cleaning staff teams.
- In collaboration with the Grounds Manager, ensure the successful facilitation of improvement activities, supervise and effect maintenance and adjustment to plant and equipment.
- Liaise with the Grounds Manager regarding delegation of duties to the grounds and maintenance team for ongoing upkeep and repair of buildings, gardens and infrastructure

(including the Church, Parklands Christian Centre) that can be completed safely, without the introduction of vendors and contractors.

- In collaboration with the Grounds Manager, ensure electrical checks, carpet cleaning, pest control and other such regular maintenance tasks are performed by qualified vendors and contractors, adhering to departmental policy and procedures.
- Program, within rosters of Grounds, Maintenance and Cleaning team, the general store duties including receipting, checking, storing and distributing school maintenance supplies and stocks with reference to relevant database.
- Assist the People and Wellbeing Officer in the recruitment and selection of new staff, manage training and assist with induction of Grounds, Maintenance and Cleaning staff.

#### **Facility Hire**

- Manage the venue hire within the school/college in collaboration with the Project Officers and Business Hub.
- In collaboration with the Grounds Manager, ensure that the buildings and grounds being hired out are well maintained and presented, including providing the necessary access to equipment and resources the vendor might need whilst on site.

#### **Security Management**

- Coordinate a roster with the Grounds Manager for after hour call outs to break and enter situations, security system faults, and other issues requiring immediate out of school hours attention.
- Maintain the integrity of the school key register and the school's security systems and train relevant staff in its effective use.

#### **Other responsibilities (as required)**

Other suitable duties, consistent with the duties and responsibilities of the position as directed by the Business Manager.

## **2. WORKPLACE HEALTH AND SAFETY**

The Facilities Manager will coordinate the Work Health & Safety (WHS) function within the school. This area of the role works closely with the HR (People and Wellbeing Officer) and Compliance Manager to ensure the College meets its regulatory requirements. Your Line Manager will be the Business Manager.

#### **WHS Governance**

- Provide WHS expertise, guidance and advice to management, the People, Safety and Wellbeing Committee and representatives, ensuring they understand their role and meet the current legislative, as well as the college's obligations and expectations.
- Develop relationships with a range of external organisations to keep abreast of developments in WHS practice.
- Promote a positive risk management culture with all stakeholders within the College.

#### **WHS Management, Systems and Reporting**

- Ensure that rigorous WHS audits, inspections and investigations are conducted, and that appropriate risk identification, assessment and control measures are in place. This includes maintaining the 'Risk Management Register' and ensuring appropriate paperwork is completed and approved for all college events (both internally and externally).
- Analyse WHS related information and prepare regular reports for the Senior Leadership Team, the Operational Leadership and People, Safety and Wellbeing Committee.
- Ensure that breaches and any non-compliance observations are investigated, resolved, corrective actions taken, and learnings identified and disseminated across the College. This will be done in consultation with the Principal and Business Manager.
- Review and update the WHS management system, including standards, policies and procedures and supporting systems on an annual basis, ensuring that all relevant legislative and regulatory requirements and standards are met.
- Coordinate the annual management review meeting and develop annual WHS management plans to achieve continuous improvement.

### **WHS Education and Training**

- Coordinate the WHS Induction processes for new workers and tertiary students engaging in professional placement, in collaboration with the People and Wellbeing Officer. This includes ensuring Fire and Emergency Procedures Training have been conducted and successfully completed.
- Coordinate the WHS Risk Management processes for college students engaging in work experience on and offsite.
- Coordinate regular safety drills, maintain emergency evacuation diagrams and associated documents that meet Queensland Standard Building Fire Safety Regulation 2008.
- Facilitate the implementation of safety and risk management procedures, and risk control plans for College programs, specifically relating to high risk activities such as camps, expeditions, excursions and overseas trips.

### **Injury Management and Workers Compensation**

- Liaise with the People and Wellbeing Officer to assist in the injury management process with developing and maintaining Health and Suitable Duties Plans.

## **CORPORATE RESPONSIBILITIES**

The work of the Facilities Manager will be consistent with the College's mission statement, CLEAR values, Code of Conduct for employees, and published policies, procedures and practices.

### **All non-teaching staff are required to observe the following corporate accountabilities:**

#### **General requirements**

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.
- Be in agreement with the Statement of Faith as stated in the Parklands Christian College Constitution and EBA.
- Support and implement the College Mission Statement, policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or delegate.
- Practice and demonstrate good grooming and presentation as per the College Staff Dress Guidelines.

#### **Mandatory requirements**

As per our Student Protection Policy, Parklands Christian College is committed to the safety and wellbeing of children and young people. We believe every child's social, emotional and spiritual wellbeing matters deeply to God.

## **PERSONAL ATTRIBUTES**

### **Qualifications/Certifications**

- Tertiary qualifications in a related discipline (e.g. Facilities, Business, WHS or Risk Management) and/or significant experience in a similar role.
- Current Queensland Working with Children Check (Blue Card) for paid employment.
- Current White Card.
- Current Trade Certificate or experience in a trade related role (preferred).
- Current First Aid Certificate.
- Willingness to participate in training for responding to risks of harm, abuse and neglect.
- Current Fire Safety Advisor certification or willingness to attend an accredited FSA training course.

**Skills**

- Excellent written communication and technology skills
- Highly developed interpersonal and verbal communication skills.
- Strong organisational and documentation skills, with the ability to establish work priorities and work to deadlines with minimal supervision.
- Good analytical skills with the ability to communicate simply and clearly.

**Abilities**

- Demonstrated ability leading, influencing and managing a culture of risk and safety awareness in a complex and diverse environment.
- Demonstrated ability to manage simultaneous projects with a wide range of health and safety implications.
- Ability to interact professionally and effectively with diverse groups.
- Ability to use discretion, tact and maintain confidentiality.

**Drafted by:** Alison Kingdom **Date:** 04/06/2024**Approved by:** Charlotte Kruger **Date:** 05/06/2024