



MacKillop College

W e r r i b e e

MacKillop is a Catholic Coeducational Secondary College with two campuses, set on approximately 20 hectares of beautiful gardens and playing fields. MacKillop is an innovative learning community offering contemporary facilities, a vibrant curriculum and supportive wellbeing programs which are respectful and responsive to the individual needs of approximately 1,750 students from Years 7-12.

Our community

- Invites passionate engagement in lifelong and authentic learning
- respects diversity and is responsive to individual wellbeing needs
- supports every member of our community in the pursuit of excellence

Director of Facilities, Property and Future Provision

To support the continued growth and development of our beautiful college facilities, this newly created position will work closely with the College Principal and Business Manager to provide strategic and operational support, advice and project management for the planning, design, construction and continuous development of our College campuses.

Our ideal candidate will have experience in master planning, capital works and refurbishment projects in addition to the capability to plan, prioritise and implement a program of preventative maintenance for our existing grounds and infrastructure.

As a seasoned property manager, you will be able to source, manage and oversee a variety of contractors/tradespeople to ensure works are carried out with the highest possible consideration for the safety of our staff and students.

The role will be entrusted to maintain a high standard of presentation and functionality of our College's environment, including buildings, grounds and landscaping to ensure a sustainable and safe learning environment for all.

What you need to have:

- Significant experience and proven track record in property and facility management
- Demonstrated experience in working with and managing contractors
- Experience with managing major and minor building and refurbishment projects
- A demonstrated commitment to work in a Catholic Education environment.

Knowledge Skills & Abilities:

- Relevant qualifications in facilities management
- Expert partnership, collaboration and relationship building skills
- Excellent written and verbal communication skills
- Current knowledge of building management including meeting compliance obligations, legislative and regulatory requirements



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Application

To apply for this role please visit <https://www.mackillop.vic.edu.au/information/employment/> and obtain an application form and position description. Applications must include:

- Application for Employment Form.
- A current Curriculum Vitae.
- A covering letter.

Completed applications can be emailed to employment@mackillop.vic.edu.au

Applications will close **Monday 29 April 2024**. Applications will be considered as they are received, and an appointment may be made anytime throughout the process.

Further information If you have any questions about this role please contact Michael Trainor, Director People & Culture on 0439 560 092.



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Position Description

Position	Director of Property, Facilities and Future Provision
Reporting Line	Business Manager
Relationships	Indirect reports: Facility/Property Manager Maintenance employees Cleaning employees Gardeners/groundkeepers
Purpose	This role will work closely with the Principal and Business Manager, providing strategic and operational advice for the planning, service delivery, maintenance and future proofing of our College buildings, grounds and infrastructure assets.
Key Result Areas	<ul style="list-style-type: none"> – act as a subject matter expert, providing timely advice and consultancy on legislative and compliance related matters impacting the areas of responsibility – be a key advisor to the Principal on College master planning, capital works projects, construction, future needs and refurbishment projects. – ensure the College maintains compliance with all building regulation obligations and holds all required licenses, permits and certificates – ensure that all College buildings, facilities, amenities and grounds are maintained to an agreed standard – lead and manage the teams within the areas of responsibility – plan, prioritise and implement a program of preventative and proactive maintenance – manage the development, maintenance, and reporting of an operational budget aligned to College priorities – develop policies and procedures to inform, guide and instruct all staff within the areas of responsibility – assess risks, and implement prudent risks controls with ongoing monitoring – ensure robust processes are implemented for the selection and compliance controls relating to contractors – oversee and lead all major projects within the areas of responsibility
Duties and Responsibilities	<ul style="list-style-type: none"> – in consultation with the Principal, prepare and implement the College buildings and grounds Master Plan – create an annual works plan with risk assessed and prioritised short-, medium, and long-term maintenance tasks



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- develop project plans for capital and building works including agreed budget and timeframes
- lead and facilitate planning sessions with the College leadership team on planned and proposed works
- engage with stakeholders in the planning and timing of all works to ensure minimal disruption to student learning
- ensure works are planned in line with seasonal requirements
- lead the liaison with service providers, regulatory authorities, government bodies in relation to proposed works, ensuring compliance with all obligations
- monitor and manage progress against agreed work plans implementing corrective, additional and restorative action as required
- maintain digital and hard copy records of facilities including drawings, specifications, maintenance schedules and work programs.
- develop procedures relating to the use and maintenance of equipment and materials, ensuring all equipment and machinery is maintained and used in a safe manner
- oversee the Colleges Security systems
- implement and monitor programs which ensure MacKillop College is compliant with all legislative and regulatory requirements.
- oversee essential audits and maintain appropriate compliance records for:
 - Fire equipment and service
 - Emergency lighting and electrical
 - Paths of travel and traffic management
 - Testing and Tagging
 - Arborist reports and management
 - Servicing of equipment
- ensure the safe and efficient operation of all heating/cooling building services and other plant
- arrange the removal or clearing of waste, trade waste or litter
- oversee cleaning duties – follow up on any matters raised by staff, cleaners and subcontractors and monitor the performance of the College’s contract cleaners
- ensure a high standard of appearance, presentation and performance of the College’s environment, including buildings, grounds and landscaping
- make recommendations on future buildings, space reconfiguration and refurbishment works required to optimise learning spaces and office accommodation



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- undertake audits of space utilisation to prioritise
- incorporate environmental sustainability into the design and implementation of College building and facilities projects and investment decisions.

College events

- oversee the set up and pack up for various school events, such as assemblies, information nights, examinations, NAPLAN, expos and other gatherings which occur on College grounds
- ensure College buildings, furniture, grounds and property are maintained to a high standard of presentation
- manage the audit of furniture and equipment needs for all campuses
- assist with the movement of goods, furniture and equipment throughout the College

Contractor Management

- manage and co-ordinate the work of contractors across all campuses
- ensure all contractors are inducted, and follow all procedures for being on site including having the necessary insurances, meeting all compliance obligations and completed all required training
- organise quotes and timelines for contract work, as required
- lead the preparation, administration, and implementation of tender documents for contracted services within the areas of responsibility.
- negotiate with external contractors to achieve prompt, reliable, cost effective, quality services
- oversee contractors/Tradespeople to ensure works are carried out with due regards safety of staff and students, the protection of College buildings and grounds, and with minimum disruption to school activities.
- monitor quality of work of contractors, including conducting regular audits and addressing any shortfall on service delivery or compliance obligations
- maintain contractor documentation database including insurance certificates and licences.

Capital works

- prepare proposals for capital expenditure and minor works which comply with College Policy and procedure
- develop, implement and monitor the College's annual capital works program and budget.
- lead the project management for capital works
- manage the Minor Works Orders and Contracts
- report on capital works and maintenance programs.



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	<ul style="list-style-type: none"> – assess capital projects before recommending payments.
Financial responsibilities	<ul style="list-style-type: none"> – develop an annual budget for the areas of responsibility – develop and maintain the College asset register – develop project budgets – implement control measures to ensure works are completed on time and within budget. – work closely with the Business Manager to review operating expenditure, monitoring costs and report on variances to budget – issue purchase orders and approve invoices for payment within budget – prepare budget proposals for capital expenditure and minor works – prepare cost-benefit analysis for the Principal as required
People Management	<ul style="list-style-type: none"> – ensure that logged or requested tasks are prioritised and completed in a timely manner – develop the individual and team capabilities of staff by providing appropriate coaching to grow their capacity to undertake their duties – conduct annual performance reviews – ensure every staff member participates in relevant professional development and completes all compliance training as required – ensure that all staff are appropriately inducted to their role – ensure that relevant staff have and maintain any required qualifications and licenses needed to complete their duties
Risk Management	<ul style="list-style-type: none"> – undertake risk analysis, assessment and implement risk minimisation strategies within the areas of responsibility. – contribute to the development and maintenance of safe operating procedures for College plant, equipment and buildings – oversee the testing and tagging of electrical items – hold regular safety and toolbox/team meetings making minutes and available – conduct regular site safety audits and inductions for contractors – ensure that appropriate policies and procedures are implemented to provide a safe environment for all students, staff, and visitors. – maintain documentation relating to regulatory compliance
Work Health and Safety	<p><i>MacKillop College is committed to providing a work environment that is safe and free of risks to health, so far as is reasonably practicable.</i></p> <p>To achieve this all employees must:</p> <ul style="list-style-type: none"> – take reasonable care for their own health and safety



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	<ul style="list-style-type: none"> – take reasonable care for the health and safety of others who may be affected by their acts or omissions – cooperate with anything MacKillop College does to comply with OHS requirements – comply with all <i>Safe Working Procedures</i> at all times – use appropriate <i>Personal Protective Equipment (PPE)</i> as required – periodically update their employer about any medical condition they have that: <ul style="list-style-type: none"> – is life threatening or may require Emergency Services to be called – could impact on their ability to perform their duties – complete occupational health and safety training courses as required and participate in compliance briefings or inductions as directed – not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare – report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses etc.) – work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues – undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity. – Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures <p>Additionally, this role must</p> <ul style="list-style-type: none"> – respond to any emergency situations in an appropriate manner and undertake duties as may be required outside normal working hours. – actively participate in the College Health and Safety Committee and Emergency Planning, providing advice on relevant issues.
<p>General Expectations</p>	<ul style="list-style-type: none"> – abide by all College policies and procedures – commit to ongoing professional development in your area of work – continue development of ICT skills as technologies evolve – engage widely to understand the needs of the College – work collaboratively and build effective working relationships and partnerships – ensure the College's public image, professional reputation and best interest is represented through all activities



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	<ul style="list-style-type: none"> – provide regular, high quality, reporting and analysis to the Principal, Business Manager and College leadership team within the areas of responsibility – model a professional approach for all staff, including conduct, professional dress and in dealing with all members of the school community – demonstrate professional and collegiate relationships with colleagues – attend all relevant school meetings, liturgies, open days, staff faith and professional development days and other events as required by the Principal – contribute to the life of the College by participating in functions, events etc. – develop, implement and evaluate policy as it relates to the areas of responsibility
<p>Wellbeing and Child Safety</p>	<ul style="list-style-type: none"> – provide students with a child safe environment. – be familiar and comply with MacKillop College’s child safe policy and code of conduct, and any other policies or procedures relating to child safety. – demonstrate a duty of care to students in relation to their spiritual, physical, and psychological wellbeing. – proactively monitor and support student wellbeing in a manner which reflects our College’s mission.
<p>Commitment to Catholic identity</p>	<ul style="list-style-type: none"> – support the CECV ‘Statement of Principles Regarding Catholic Education’ – role model the College Values – demonstrate a commitment to MacKillop College’s Catholic identity, ethos, vision and the mission of the catholic school. – demonstrate a capacity to respect every person in accordance with Gospel values.
<p>Skills and Attributes</p>	<ul style="list-style-type: none"> – excellent interpersonal and communication skills – ability to work as part of a team – ability to demonstrate an understanding of appropriate behaviours when engaging with students – ability to manage tasks with minimal supervision – ability to develop and maintain excellent working relationships with key stakeholders – capacity to work to tight timelines – proven capacity to work independently and interdependently – demonstrated organisational skills including strong attention to detail – proven time-management skills



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	<ul style="list-style-type: none">– exhibited self-motivation– ability and willingness to accept policy directives– displayed maturity
Other duties	<p>It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects.</p> <p>All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.</p>
Mandatory requirements	<ul style="list-style-type: none">– Relevant tertiary qualifications in Facilities Management, Engineering, Construction, Management, Business or equivalent,– Minimum 5 years experience in property and facilities management positions; preferably within the education sector– Knowledge of the legislative and regulatory requirements within facilities and building management– Qualification or extensive experience in project management– The ability to travel and provide onsite support as required– A current Working with Childrens Check (or VIT registration)– A current National Police Check– A current unrestricted driver's licence

I accept the above duties for the position at MacKillop College

Name: _____

Signature: _____

Date: _____