



**SALESIAN  
COLLEGE**  
CHADSTONE EST. 1957

# 2019 Facilities Manager

Full Time Position

Salesian College Chadstone invites applications for our Facilities Manager position. This role supports student learning and wellbeing by providing and maintaining quality educational resources and facilities while upholding College compliance requirements.

## Closing Date

Sunday 3 February 2019

## Vision, Mission, Values

### Vision

A dynamic, joy-filled learning community, Salesian College inspires all boys to strive for excellence in the spirit of Don Bosco.

### Mission

Salesian College Chadstone is a Catholic School for boys in the Salesian tradition. We welcome all boys and their families, celebrate diversity and promote relationships built on mutual respect. All in the community are treated as valued partners in laying the foundation for life-long learning. We celebrate the achievements of all within an environment of joy and optimism.

*Salesian College Chadstone is committed to building a caring community which:*

- Ensures that a Catholic and Salesian ethos underpins all aspects of College life within an atmosphere of respect for all
- Promotes initiative, a spirit of enquiry and a desire to strive for academic excellence through innovative and supportive teaching
- Provides students and staff with every opportunity to develop all aspects of each individual
- Practises wise governance, strategic leadership and fair processes; and

Works in partnership with parents, families, past pupils, parishes, educational and ecclesiastical institutions and other civic agencies.

### Values

- Integrity
- Respect
- Belonging
- Joy
- Dynamism

## Purpose of the Role

The Facilities Manager promotes the vision and mission of Salesian College by utilising his/her personal skills and organisational creativity to:

- Support student learning and wellbeing through the provision and maintenance of quality educational resources and facilities
- Ensure that the College is welcoming, clean, safe, secure and aesthetically attractive
- Ensure the College is compliant in regards to OHS, Building codes, VRQA, Emergency Management, Essential Services and other related compliance

## Accountability

The Facilities Manager is responsible to the Principal for the professional and effective conduct of his/her duties and responsibilities.

On a day-to-day basis the Facilities Manager works in close collaboration with and under the direction of the Business Manager.

**INSPIRE  
EDUCATE  
BECOME**  
Great men



## Key Duties and Responsibilities

The key duties and responsibilities of the Facilities Manager include, but are not limited to those detailed below.

### Salesian, Catholic, Religious and Pastoral Dimensions of College Life

- Giving witness to Gospel values in his/her own personal life
- Developing a knowledge and appreciation of the life, work and spirituality of Don Bosco
- Promoting the integration of faith and life
- Creating a welcoming and hospitable environment for students, staff and visitors
- Building a positive team culture amongst staff
- Maintaining professional confidentiality and exercising sensitivity and discretion

### General:

- Act with a pleasant customer service attitude to all stakeholders in the college community
- Take responsibility for the leadership and guidance of the Grounds and Maintenance Team
- Ensure the College is compliant in regards to OHS, Building codes, VRQA, Emergency Management, Essential Services and other related compliance
- Work in collaboration with others including the IT Manager, Head of Development and Marketing, Canteen Manager, the College Accountant and the Leadership Team to animate the ongoing development of the College's facilities
- Ensure that the College's facilities and resources are maintained at the highest possible standards
- Provide relevant guidance and assistance to staff, service providers and contractors
- Take responsibility for oversight of all

procurement

### Occupational Health and Safety

- Ensure that the College is a safe environment for students, staff and visitors
- Ensure that the College complies with essential services obligations
- Is a member of the Occupational Health and Safety Committee, organises meetings and follows up on meeting outcomes
- Develop, implement and review policies, procedures and risk assessments to ensure compliance with OHS legislation and industry best practice
- Ensure a system of work that is safe and without risk to health is developed, documented and followed by staff and students through appropriate training, supervision and monitoring
- Conduct ongoing development, implementation and continuous improvement of the College OHS Management System
- Develop practical OHS guidance material to support compliance with OHS legislation and College OHS Management System
- Promote awareness of OHS responsibilities
- Conduct OHS inspections, consultations, and investigations
- Conduct investigations following accidents or occurrences to determine likely causes and corrective actions
- Plan, organise and implement OHS initiatives across the College
- Develop and implement internal and external audit schedules to ensure compliance of the OHS Management System
- Keep up to date with changes to the legislation, standards and codes of practice that will impact on OHS
- Identify, assess, prioritise and control risks to the health and safety of staff, students, visitors, contractors and to the environment arising from the

College activities

- Identify training requirements for employees, contractors and suppliers and provide programmed training
- Provide specialist advice on Occupational Health and Safety matters to the Safety Committee and College management
- Arrange ongoing training for staff on issues such as manual handling, prevention of slips trips and falls, ladder safety, and ergonomics
- Liaise with various departments such as Maintenance, Science, Technology and others to ensure all school equipment is well maintained and safe for use

### Occupational Health and Safety - Induction

- Ensure all new staff receive an appropriate health and safety induction upon commencement
- Ensure that external contractors receive an induction appropriate to the circumstances of under which they are engaged
- Work with senior staff in technical areas such as Science, Technology or Maintenance to ensure new staff receive additional safety inductions for higher risk areas or activities

### Emergency Critical Incident Management

- Assist with the review and periodical update of the Emergency manual
- Support the Leadership Team with the coordination of EMP exercises each Term with all/part cohort of students including evacuation, lockdown and critical incident response
- Act as the main liaison person with the School's EMP Consultant and ensure all documentation, signage and online training resources are updated and promoted
- Support the Business Manager with the conduct of a continuous education program for all stakeholders on emergency and critical incident management



- Establish a training and compliance register for all staff, volunteers or contractors who must maintain First Aid or other emergency support certificates and qualifications

- Inform the Leadership Team of developments to ensure compliance with relevant regulations

### **Contractors**

- Liaise with outside contractors and College staff to ensure the best level of service for the College whenever the need to engage external contractors arises

- Undertake risk assessments and ensures that all job safety audits are conducted

- Ensure contractors are properly supervised and hold relevant certificates, qualifications and clearance checks.

- Ensure contractors have and maintain Working With Children's Checks

- Develop and maintain contractor induction systems

- Ensure contractors are compliant and act in accordance with OHS and child protection legislation

- Assess, monitor and report all risks and effectiveness of controls associated with the operations of contractors

- Maintain the Contractor's Register and ensure all contractors used by the College comply with our annual risk management requirements including accreditations, child safety, insurances, OH&S and general Worksafe and school operational obligations

- Induct new contractors and existing contractors periodically to ensure they are educated and compliant with the School's Risk Management and Child Safe Requirements

- Ensure all contract terms, conditions, accreditations, references and certificates of currency are up to date and held on file

### **Grounds**

- Supervise and coordinate all development and maintenance pertaining to grounds, including playing fields, surrounds, gardens and signage

- Ensure that members of the Grounds and Maintenance Team are properly trained and equipped to conduct their duties safely and to a high standard

- Oversee the ordering and purchasing of all supplies and equipment

### **Maintenance**

- Produce annual, medium and long term maintenance strategy plans for utility systems, equipment and buildings, and report on progress

- Develop and coordinate a school maintenance management system across the College

- Conduct regular maintenance and safety "walk arounds" to identify maintenance and safety issues and priorities

- Supervise and coordinate all maintenance service and repairs pertaining to buildings and related equipment

- Formulate and implement preventative maintenance programs for utility systems including PA, alarm, keys, security cameras, equipment and buildings

- Implement all maintenance and general procurement of materials and parts, schedule installations and oversee that such repairs are accomplished in a safe and timely manner

- Ensure the facilities and maintenance staff conduct in-service training and implement safety regulations and programs

- Maintain accurate records with regard to the required inspection of plant and equipment and general preventative maintenance including rotational work assignment

- Ensure all kitchens are clean and stocked with utensils and consumables, fridges and appliances are clean, serviced and operational.

### **Cleaning**

- Research and recommend cleaning contractors for the College

- Ensure all cleaning is undertaken at a high standard in regard both to appearance and hygiene

- Conducts regular audits of the College cleaning, review the performance of the cleaning contractors and make recommendations

- Ensure adequate supplies of cleaning materials, equipment and consumables to enable the College to address any ad hoc cleaning need that may arise

### **Security**

- Take responsibility for the security of the College

- Oversee the effective operation and prompt service and maintenance of security systems including alarm, security cameras and gates

- Ensures all locks and key systems are functioning correctly and are regularly maintained

- Liaise with security contractors on a regular basis to ensure the efficiency of the College security systems and organise additional security guards as required from time to time

- Make recommendations regarding the ongoing development of College security

- Attend to activated alarms and security calls

### **College Building Programs**

- Provide active support and assistance to the Principal and the Business Manager in building projects.

- Participate in relevant working groups and committees as required



- Monitor and report the progress of the building projects, including regular site visits

- Liaise with builders and contractors

### **Procurement**

- Maintain professional and courteous relationship with suppliers and contractors

- Oversee and facilitate the procurement of services, materials, equipment and resources

- Provide guidance and assistance to staff in the sourcing and purchasing of resources

- Ensure all College purchases are sourced from economical, competitive and reputable suppliers

- Review procurement systems and processes and makes recommendations for improvements as necessary

- Maintain an up to date database of multiple suppliers and contractors for all procurement requirements

- Develop submissions and tenders for major works, grounds and building projects in consultation with appropriate personnel

### **Manage the use of Facilities by other parties (Primary Schools, Sporting groups, Religious organisations etc)**

- Manage our relationship with other parties with a customer service focus

- Coordinate the use of College facilities by other parties

- Manage inductions, security requirements and compliance matters

- Maintain hire agreements

- Manage charges and receipt of income for hire

### **Miscellaneous**

- Is responsible for the Grounds and Maintenance budget

- Ensure the safety, maintenance and compliance of the College vehicles, giving particular attention to the College buses

- Ensure that College equipment and resources are kept current and up to date and especially maintained at high standards

- Oversee the compilation and maintenance of the College Asset Register

- Maintain a register of suitably certified staff bus drivers

This role description will be reviewed on a regular basis and the Facilities Manager may be requested to perform other duties as directed by the Principal or nominated delegate.

### **Salary and Conditions**

This position comes under the Victorian Catholic Education Multi Employer Agreement 2013 or updated agreement. An attractive level of remuneration will be negotiated with the successful applicant commensurate with experience and skills. Additional benefits include 9.5% superannuation and 4 weeks leave.

### **Enquiries and Applications**

Further enquiries should be directed to the Principal's PA, Mrs Mary Menz, at the College on 9807 2644.

Applications, together with the Curriculum Vitae and the names and contact numbers of three (3) referees, including current Principal (if applicable) should be forwarded to:

**The Principal, Mr Robert Brennan**  
by email to:

employment@salesian.vic.edu.au