



POSITION DESCRIPTION

Property Manager

1. Mission Statement

To inspire all students to aspire to greatness.

2. Vision Statement

As a Catholic school in the Lasallian tradition, a tradition that derives its inspiration from the Gospels and the charism of St John Baptist de La Salle, we are committed within a Catholic faith community to empowering all learners to serve and enrich our changing world.

3. Role Purpose

The key role of the Property Manager is to oversee property and maintenance services across the College including the effective management and supervision of the Property Team to ensure the College is consistently well serviced, maintained, presented and compliant with legislative requirements. The Property Manager will establish a strong rapport with the Senior Leadership Team of the College and other stakeholders of the community and offer service which is exemplary, reliable and in line with Lasallian values and operational principles.

The Property Manager is a member of the team of support staff working within Oakhill College. All members of this team are to reflect the Lasallian ethos with its elements of realising one's potential, improving one's character, having a sense of personal well-being and a commitment to the truth. All members of the Support Staff at Oakhill College are expected to take responsibility for the well-being of students of the College and to provide support to all members of the College community.

4. Authority

Reports to:	Principal and Bursar & Operations Manager
Responsible to:	Senior Leadership Team (SLT)
Responsible for:	Maintenance Team
Key Relations:	Senior Leadership Team, ICT and Head of Departments

5. Key Responsibilities

- Oversee property and maintenance services in the College including supervision of maintenance staff and contractors;
- Oversee property and maintenance service contracts and assist in contract reviews;
- Maintain facilities, equipment and services for the College to a high standard;
- Ensure compliance with Work Health and Safety requirements;
- Develop a 5 and a 10 Year Maintenance Plan and service schedules for College facilities;

- Operate within guidelines and budgets for operating and capital works;
- Assist with the development of documentation required for NESA accreditation;
- Maintain a maintenance department Risk Register, Safe Work Methods Statement and the safe storage of the maintenance department hazardous materials and chemicals;
- Assist the Senior Leadership Team with critical incident situations e.g., fire, flooding, intruders etc.
- Assist the Principal and Bursar & Operations Manager in the preparation of the property and maintenance section of the annual operating budget for the College; and
- Work collaboratively across a large number of stakeholders.

Specific Duties:

Property Management

- Oversee maintenance of buildings, pool, fixtures, fittings and manage appropriate service requirements in accordance with WHS and fire safety legislation and guidelines;
- Ensure satisfactory completion of the Annual Fire Safety Statement;
- Arrange for quotes and tenders according to procurement policy for purchase/repairs etc;
- Oversee and adjust as required all scheduled and preventative maintenance programs, including electrical tagging, fire safety inspections, servicing of air-conditioning, lifts, and pest control etc;
- Maintain current and accurate records and maps of utility services;
- Prioritize and address the day to day requests for maintenance tasks and maintenance desk requests from staff;
- Assist and support the Principal, Deputy Principal and the Planning Committee with planning of College functions, events, incursions and other curriculum or pastoral projects as required;
- Ensure appropriate signage across the campus (including for evacuation and fire safety regulations);
- Ensure that the campus is well presented and safe in collaboration with the respective contractors e.g. grounds and cleaning;
- Manage contracted grounds and cleaning services and be the key contact for these contractors;
- Ensure contractors provide the agreed service level and deliverables;
- Organise the waste management and garbage and recycling collection.

Security Management

- Allocate keys as required and keep the key register;
- Act as a key contact for the security company and respond to after-hours callouts as required;
- Assume overall responsibility and enforce the daily security of the campus;
- Work collegially with ICT in regard to the electronic lock system and CCTV.

Capital Works

- Assist the Principal and the Bursar & Operations Manager in developing, planning, costing and project management of any capital works for refurbishments of existing buildings of the College as determined from time to time;
- Assist with the development of any new buildings and be part of the Project Control Group as determined from time to time;
- Liaise with Project Managers and Consultants as required from time to time;

6. Skills Requirements

- Strong ability to systematically analyse and solve problems;
- Ability to maintain detailed documentation and guides;
- High level of communication skills (written and verbal) and interpersonal skills;
- Excellent organisational and time management skills;
- Excellent team management skills;
- Excellent negotiations skills;
- Ability to manage modern Building Management Systems;
- Proven ability to work unsupervised;
- Proven ability to work collaboratively, develop and build teams;

- Knowledge of a WHS, Building Codes, Accessibility Standards, and Fire Safety Standards;
- Excellent project management skills to lead minor capital works programmes;
- Strong commitment to delivering excellent service;
- Willingness to undertake professional development pathways if and when required.

7. **Qualifications and Experience**

The preferred candidate would have a relevant qualification and experience in similar role/s.

Qualifications and/or training could include any of the following:

- Trade qualification (building, electrical, plumbing);
- Property Management or Asset Management Degree;
- Management training as a building manager / supervisor / foreman from large building companies and sites.

8. **Other Requirements**

All members of staff at Oakhill College are expected to:

- Be supportive of the Catholic and Lasallian ethos of the College;
- Model behaviour, which is appropriate in a school, especially a Catholic school;
- Adhere to Safeguarding Standards of the College;
- Convey to the public a positive image of the College;
- Be helpful and welcoming to visitors and members of the community;
- Abide by all Policies and Procedures of the College (accessed via the Intranet and or the Staff Handbook);
- Abide by the non-smoking policy of the College;
- Be an experienced, innovative and engaging team member;
- Work with excellence, professionalism and commitment;
- Work as part of a team and assist where possible;
- Be committed to professional growth and development of excellence;
- Contribute to the building of positive human relationships within the College community;
- Promote a positive and safety-oriented culture in the school and compliance with WHS policy;
- Maintain a valid WWCC, Criminal Record Check clearance, valid First Aide qualification and annual Child Protection training.

9. **Appraisal**

The Property Manager will be required to undergo a yearly Performance Appraisal.

10. **Terms of Appointment**

The Property Manager's position is permanent full-time.

Employment conditions and entitlements are as per the NSW Catholic Independent Schools (Support Staff- Model B) Multi-Enterprise Agreement.

Completes any other duties from time to time as required at the discretion of the Principal, Deputy Principal, College Bursar/Operations Manager, Assistant Principal Pastoral Care and Assistant Principal Curriculum.