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| **Position Description** |
| **Moore Theological College’s:****Vision is:** to see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost**Mission is:** to provide excellent evangelical theological education**Values are:** Christian faith, integrity, grace, service, community, scholarship, gender complementarity, freedom of enquiry and integration |
| **Position Title:** | **Facilities Manager** |
| **Industrial Instrument and classification:** | Higher Education Industry (General Staff) Award (2010), Level 8 |
| **Reports to:** | Operations Manager |
| **Primary Purpose of Position:** | To manage all the College properties ensuring a positive environment for the College community, compliance with legal and policy requirements and that all activities are within budget |
| **Special tools/equipment or conditions:** | General office equipmentRecords management system – HP content manager (TRIM)Construction and maintenance equipmentAttendance at some out of hours events may be required. |
| **Relationships:** | **Internal:**Principal, Vice Principal and FacultyOperations TeamCleaning TeamFinance TeamWHS CommitteeCurrent students |
| **External:**CouncilsContractorsStrata committeesTenants |
| **Number of staff under supervision:** | Three – Maintenance Supervisor and two p/t Property Administrators (plus between two and six tradesmen/labourers/casuals under the Maintenance Supervisor) |
| **Budget accountable for:** | $1m capital; $600k expenses |
| **Selection Criteria**  |
| **Essential Criteria:*** strong interpersonal skills
* minimum 10 years in a similar role within the building industry, including building management
* ability to lead a team and co-ordinate work
* demonstrated knowledge of building compliance and regulatory requirements
* problem solving in construction related issues
* demonstrated knowledge of current safe working practices
* proficient in MS Office and CAD
* NSW Driver’s License
* ability to support and promote the Christian Vision, Mission and Values of Moore College
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| **Desirable Criteria:*** proficient in JIRA
* experience in a residential College, aged care facility or similar setting
* understanding of the Sydney Anglican diocese and Moore College
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| **Acknowledgement** |
| **I understand and accept the responsibilities as outlined in this position description.** |
| Name |  |
| Signature |  |
| Date |  |

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| **Key Accountabilities** |

| **Key Performance Area** | **Key Tasks** | **Performance Indicators** |
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| **Quality** |
| **Compliance** | * ensure all College buildings comply with relevant legal requirements
* work with the Maintenance Supervisor to ensure WHS issues are managed and processes are regularly reviewed
* maintain a safe work environment
 | * all College buildings are compliant with legal requirements
* WHS processes are reviewed every 2 years
* work accidents are minimal
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| **Repairs and maintenance** | * continue to develop the preventative maintenance schedule
* ensure that all College properties are maintained to a high standard
* provide recommendations to senior management to maintain properties
* plan for the refurbishment, development and maintenance of College properties
 | * fortnightly reporting of property matters to the Operations Manager
* schedule preventative maintenance
* ensure priorities reflect safety, urgency, aesthetics and special requests
* forecast maintenance needs (outside preventative) and ensure cost estimates are included in future budgets
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| **Maintaining and replacing equipment** | * anticipate and plan for equipment replacement or refurbishment
* negotiate appropriate preventative maintenance contracts
* arrange for contractors/staff to maintain or replace equipment
 | * zero downtime of College teaching activity due to equipment failure
* forecasting furniture and equipment needs and include costings in future budgets
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| **Maintenance of College grounds** | * ensure the College grounds are maintained to a good standard
* co-ordinate contractors to maintain gardens and lawns
 | * grounds are well maintained
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| **Influence** |
| **Communication** | * ensure that relevant information regarding works to be conducted is effectively communicated to key stakeholders
* ensure that organisational and departmental information is communicated to the team in a timely manner
* hold team meetings/toolbox talks regularly
 | * stakeholders are kept informed before/during and after a job is completed
* the team is provided with adequate information to do their roles
* management decisions are communicated to the team as soon as practicable
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| **Cross unit cooperation** | * collaborate with other departments as required
* communicate property team issues, needs or plans with other departments in a timely manner to ensure any potential impacts have been considered or planned for
 | * other departments are aware of potential impacts of property team projects / jobs
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| **Capacity** |
| **Keyed Security** | * oversee the key allocation system
* administer the keyed security of buildings in conjunction with the electronic security passes
 | * ensure access to appropriate people to allow effective College operations
* zero breaches of security for College operations
* doors are keyed appropriately
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| **Waste disposal and cleaning** | * administer waste disposal
* administer recycling
* manage the contract cleaners
 | * waste disposed of efficiently and regularly
* recycling disposed of efficiently and regularly
* cleaning matters are handled as they arise
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| **Leases and Administration** | * administering lease conditions as directed
* represent College at strata meetings
* administer building management systems
* set up administrative procedures in conjunction with relevant areas of College to operate the Property team
 | * allocated lease conditions adhered to
* attendance at strata meetings
* lights and air-conditioning available for all activities
* ensure property administration and activity is aligned with College needs
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| **Development** | * support development applications, construction certificate and occupation certificate processes with Councils as required
* provide input into development projects as required
 | * information is provided on time for applications to be lodged
* contribution to discussions
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| **Sustainability** |
| **Budget** | * prepare the Property Team budget, in consultation with the Operations Manager, in time for review and incorporation into the College budget
* manage the approved budget
* regularly review financial reports to ensure expenditure is within budget
 | * property activities are carried out within budget
* annual budget is prepared on time
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| **Planning** | * department plans are developed, implemented and reviewed regularly in order to contribute to and support the achievement of the strategic plan
* develop a continuous improvement approach within the department
 | * department plans are developed and reviewed annually
* department plans are managed within the approved budget
* improvements are implemented annually
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| **General** |
| **People Management** | * be responsible for the management of the Property Team, including but not limited to: induction, performance reviews, regular feedback, leave management, probation management, and employee exit
* conduct all People and Culture processes in line with the relevant College policies and procedures
* consult with the People and Culture Manager for people issues as they arise
* ensure knowledge, information and decisions are regularly communicated to the team
* develop a positive team culture
 | * People and Culture processes are followed as per timeframes in the relevant procedures
* staffing issues are addressed as soon as they arise
* team members are equipped with the knowledge and information to effectively do their role
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| **Community** | * demonstrate personal leadership of the College’s values
* demonstrate leadership in making positive contributions to the organisation’s culture
* work collaboratively with other teams
* encourage teamwork and foster good communication with other teams
* actively participate in team and staff meetings
 | * participation in team and staff meetings
* team members contribute to team and staff meetings
* team contributes positively to the organisational culture
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| **Risk and Compliance** | * compliance with WHS legislation, policy and Procedures
* demonstrate leadership in promoting and raising awareness of WHS in the College community
* contribute to the maintenance of a safe, clean working environment
* ensures compliance with College policies and procedures, applicable legislation and regulatory frameworks
* ensure risk is managed appropriately within team activities
* ensures department records are managed within the policy requirements
 | * evidence of participation in WHS activities as required
* risk assessments are conducted prior to new activities being undertaken
* WHS is promoted within team meetings
* team attends WHS training as required
* evidence of risk management in work activities
* when applicable, department documents are regularly updated in TRIM
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| **Professional Development** | * maintain current competencies
* attend internal and external training as required
* promote and encourage professional development within the team
* participate in an annual performance review
* conduct the annual performance reviews with the team
 | * competencies remain up to date
* evidence of participation in internal and external training
* team members are annually engaged in professional development
* performance reviews are conducted annually
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