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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 equipment  Records management system – HP content manager (TRIM)  Construction and maintenance equipment  Attendance at some out of hours events may be required. |
| **Relationships:** | | **Internal:**  Principal, Vice Principal and Faculty  Operations Team  Cleaning Team  Finance Team  WHS Committee  Current students |
| **External:**  Councils  Contractors  Strata committees  Tenants |
| **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 | | |
| **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 | | |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |