

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Property Manager

Position Purpose In support of the mission and vision of NCC to ensure that the buildings and grounds of the College are well maintained and attractive to the College community and visitors.

Qualifications A relevant trade and/or grounds maintenance experience with a proven track record of managing teams and projects. A current paid Blue Card (working with children) from Blue Card Services.

Proficiency in use of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams and Forms), OneNote, ConnX, CompliSpace or other relevant compliance programs.

Accountability Executive Principal (EP) through the Head of Business Operations (HoBO).

Key Relationships Grounds Staff, Executive Principal, Head of Business Operations, Teaching Staff, Administration staff.

Personal Requirements These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the Mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students.
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Exercise leadership by acting with integrity, loyalty, honesty and accepting authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development
- Maintain a level of physical fitness.

Professional Competencies The following professional competencies are essential to this position:

- Ability to effectively manage a multi skilled team ensuring each member's expertise is utilized to its full potential.
- Possess strong organizational and time management skills, with the ability to prioritize tasks, meet deadlines pre-empt possible problems/difficulties and concurrently manage several competing tasks.
- Lead by example through direct involvement and participation in daily tasks and responsibilities.



- A very high level of competence in at least one of the major trades and a good general knowledge of other trades
- A good understanding of current trade practices relating to workplace, health and safety
- Capability to adapt to changing situations and maintain composure in a dynamic environment
- Able to communicate professionally with staff, parents and students in both written and oral form and make timely informed decisions based on the available information and considering the impact to the organization
- Demonstrate a level of commitment to maintain personal professional knowledge and skills
- Have a working knowledge of the College's Enterprise Agreement particularly as it relates to staffing/hours of work
- Maintain confidentiality and discretion
- To understand scope of role in relation to Pastoral Care Policy and Procedures
- Be well-informed in relation to responsibilities under the Privacy Act
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004.

Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

Management

- Ensure the College buildings and grounds are maintained in a secure, functioning, clean and presentable state
- Manage Grounds staff
- Under the direction of EP, or his delegate - HoBO and/or Finance Manager - arrange for the completion of all building and grounds repairs and maintenance works. Including organising outside contractors whenever necessary, obtaining quotes, ensuring proper authorization to proceed and supervise the work.
- When directed by HoBO liaise with architects and engineers on the planning and development of building projects (major and minor)
- When directed by HoBO liaise with local Council about planning and development to building projects and land extensions
- Attend site development/building design meetings as directed
- Assist in the preparation and monitoring of the annual Buildings, Grounds and Maintenance budgets
- Assist with Grant Applications and accountability processes if required
- Cooperate with and advise the Work Health and Safety (WHS) Group in the discharge of its mandate and complete WHS Policy forms relating to different sections of the College
- Liaise and respond to issues relating to Contract cleaning
- Manage and oversee minor capital works projects as approved through the Facilities and Resources Committee
- Order new furniture to ensure consistency across the College

- Consult on maintenance issues at Gulf Christian College and the Early Learning Centres when necessary.

Committee Membership

- Facilities and Resources Committee
- Work Health and Safety Group.

Record Keeping

- Maintain all relevant records pertaining to WHS
- Maintain archived records of building plans including records of College services and their locations (e.g. water, power, electrical etc.)
- Use compliance software to track and maintain relevant records
- Liaise with compliance staff as required for record keeping
- Ensure supplier and contractor insurance and Contractor Blue Card records are kept up to date on College database.

Security

- Manage key register and maintain security system, including training of new staff
- Liaise with security provider to ensure after hours; security of property and be a primary call-out for security breaches
- Liaise with College security personnel
- Organise any emergency repairs as a result of accident or vandalism
- Assist in preparation of insurance claims.

Other General Duties

- Ensure classrooms are set up for the commencement of each year.
- Ensure Sport Carnivals and other College events are set up in an efficient and timely manner.
- If necessary, cover for other Grounds Staff who may be on leave.
- Advise Head of Business Operations of furniture and equipment nearing end of usable life
- Perform other duties as required from time to time.

Remuneration

In accordance with levels set out in the NCC Enterprise Agreement

Reference Documents

NCC Child Protection Policy
 NCC Staff Code of Conduct
 NCC Enterprise Agreement
 NCC Staff Dress Code Policy
 NCC Workplace Health and Safety Policy

Hours of Work

As per Employment Contract