



POSITION DESCRIPTION

Position: School Officer – Facilities Manager

Employment Type: Full Time, Ongoing (38 hours per week)

Classification Level: School Officer – Level 7

Reports to: Business Manager

Position Purpose

The Facilities Manager plays a vital role in ensuring the smooth operation and maintenance of all Villanova College facilities, grounds, and gardens. This position is essential in creating a safe, welcoming, and well-maintained environment for students, staff, and visitors.

By leading a small team in the management of the College facilities, the Facilities Manager contributes significantly to the overall success and reputation of the College. This role involves close collaboration with various departments to ensure that all facilities are in top condition, supporting the College's mission and values.

The Facilities Manager's dedication to maintaining high standards of safety, cleanliness, and functionality is crucial in fostering a positive and productive atmosphere for the entire College community.

**Flexibility for after-hours and weekend work is required as a key part of this role – working hours will be varied to provide for any out of hours requirements.*

Reporting Relationships

The Facilities Manager reports to the Business Manager and ultimately to the College Principal. Other significant relationships include the College Leadership Team and Grounds and Maintenance staff.

About Villanova College

Villanova College is an independent Catholic school for boys under the care of the Augustinian Order. It was founded in 1948 by five Irish priests on a 10-acre property in Hamilton, with the large onsite residence, called 'Whinstanes', functioning as three classrooms, a chapel and sacristy.

The College moved to its present site in Coorparoo in 1954, where it still sits on the grounds of historic home 'Langlands'. From 40 students to over 1,500, Villanova has continued to grow into the close community we now cherish today.

The Augustinian Order has a long history in education reaching back 750 years, and Villanova has made a love of learning and pursuit of understanding part of its character since day one. This unrelenting pursuit for knowledge and understanding ensures our lives will be based on truth, for it is truth that conquers. This is reflected in the College motto: Vincit Veritas ("Truth Conquers").

Villanova College prides itself on being an equal opportunity and family-friendly workplace. The College employs over 250 staff across a variety of areas and all staff play a valuable role in supporting the College in making a difference in each young man's life.

Our goal is to facilitate a supportive and collegial work environment to assist staff to produce exceptional outcomes for the young men and for their own professional development and job



satisfaction. The College offers a variety of different benefits to staff, including opportunities for professional development, career progression and a wellbeing program. A distinct feature of our Augustinian values is the strong sense of welcome and community that unites staff, parents and students. We treasure open, friendly, and caring relationships between teachers, staff and students, and welcome people of all faiths and denominations to share our story of hope as we strive for excellence in boys' education.

Responsibilities

Maintenance

- Develop and prioritise maintenance work plans in collaboration with Grounds and Maintenance staff, ensuring all facilities are clean and operational.
- Manage projects over \$1,000, assist in creating the College Maintenance and Master Plans, and oversee facilities projects through to completion.

Staff Management and Communication

- Lead and develop the Facilities team, ensuring timely, high-quality service delivery.
- Create a comprehensive procedure manual that emphasises health and safety, and conduct regular training and performance reviews for facilities team members.

College Vehicles and Equipment

- Oversee the maintenance of the College motor fleet and equipment, ensuring compliance with safety standards and conducting regular inspections.

Workplace Health and Safety

- Ensure adherence to all health and safety regulations, maintaining records of hazardous substances and overseeing all building and electrical safety checks.
- Lead the Work Health Safety Committee to promote a culture of safety across the college.

Safety and Security

- Collaborate with security contractors to maintain the safety and security of the campus, ensuring the functionality of alarm systems and fire panels.
- Ensure that all necessary fire and lockdown evacuation drills are conducted in accordance with relevant standards.

Building Works

- Manage new building projects by attending site meetings and liaising with architects, builders, and suppliers to ensure projects meet college standards and timelines.

Community Relations

- Work closely with the Leadership Team to enhance campus security outside school hours and maintain effective communication with all stakeholders regarding facility-related events and priorities.

Role Requirements/Key Criteria

1. Relevant qualifications in Facilities Management, Engineering, or a related field, and/or significant experience in facilities management or a comparable role, with an emphasis on maintenance operations and safety compliance.



2. Proven leadership and communication abilities, demonstrating effectiveness in managing a diverse team while fostering a collaborative and motivated work environment.
3. Excellent organisational skills and meticulous attention to detail, complemented by strong interpersonal, oral, and written communication skills to effectively engage with various stakeholders.
4. In depth knowledge of health and safety regulations and a track record of successful compliance management, with a strong commitment to creating and maintaining a safe environment for staff, students and visitors.
5. Proficiency in MS Outlook, Word, PowerPoint, and Excel, combined with the ability to efficiently roster and schedule the facilities team to meet the operational needs of the college.

Additional Essential Requirements

- Applicants must hold a Current and valid Blue Card (Working with Children Check).
- Commitment to the Catholic and Augustinian ethos of the College.

Key Performance Indicators

1. Timely and effective completion of maintenance tasks and projects.
2. High standards of safety, cleanliness and maintenance across all College facilities.
3. Efficient management and servicing of college vehicles and equipment.

Application Process

To apply for this role, please submit a cover letter briefly addressing the role requirements/key criteria, the names and contact details (including email addresses) of two referees and a current resume direct via Seek.

Please note the closing date for applications is **COB Monday 18 November 2024**.

For further information or for a confidential discussion please contact Human Resources on (07) 3394 5511. We respectfully advise that no agency applications will be considered at this time.

Additional Information

Villanova College is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.

At all times, all employees must act in accordance with Villanova College Student Protection Policy and other Villanova Policies and Procedures. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

Terms and Conditions of employment are as per the Catholic Employing Authorities Single Enterprise Collective Agreement Religious Institute Schools of Queensland 2023-2026.



Please note: This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may inevitably be required in the future. Villanova College will engage in consultation to align any required change with both the employee's and the company's goals.

Villanova College acknowledges the traditional custodians of the land on which we work and study, and their living culture. We pay our respects to them and their Elders, past and present, for their care of the land and waterways, and pay tribute to the unique role they play in the life of this region. Villanova College has always been, and always will be, a place of teaching and learning connected to Country, culture and community.