

Property Manager Permanent Full-time Position

Our Story

Penrith Anglican College was established in 1998 with a clear vision – to encourage students to live lives of purpose and to develop a personal faith with Christ. That founding vision remains at the heart of our College.

An education at Penrith Anglican College is characterised by a progressive approach to learning. Our College is set in a modern campus at the foot of the Blue Mountains, with state of the art facilities providing spaces for students to learn and grow.

Penrith Anglican College is a progressive co-educational College where students are encouraged to prepare for a bright future. Our College prepares students to achieve academic and personal excellence, with students in Year 11 and 12 partaking in either the International Baccalaureate Diploma program or the Higher School Certificate program. A large inclusive and nurturing community are the heartbeat of our College, with parent and community involvement in college life encouraged. We exist to help each student to learn, achieve and progress in order to build themselves a bright future.

Role Summary

The Property Manager's objective is to consult with the Business Manager in taking responsibility for the management and efficient operation of the College Property, including the maintenance and development of buildings, grounds, plant, equipment, College vehicles (including buses) and infrastructure, staff and contractor management and the achievement of organisational and personal goals.

The Property Manager plays a key role in ensuring the school can operate smoothly and that it is a safe and inviting place for staff, students and visitors.

The Property Manager directly supervises the Property Maintenance team.

Reporting

Whilst all staff are responsible to the Headmaster, the Property Manager reports directly to the Business Manager.

Key Responsibilities

- Professionally represent the College in personal presentation, mannerisms and Christ-like service
 - Operating with a high and consistent standard of service
 - Continually building cooperative and supporting relationships with the Headmaster, Business Manager, staff, students and other members of the College community
 - Working within the College policy framework at all times
 - Specific key responsibilities include;
1. **Maintenance of buildings, plant, equipment, College vehicles (including buses), sports surfaces, gardens, landscaping and external areas**
Ensure that all buildings, plant, equipment, College vehicles (including buses), sports surfaces, gardens, landscaped and other general playground areas are prepared and maintained in a serviceable, safe and presentable state. In particular the establishment and maintenance of;
 - An effective preventative maintenance program
 - Ongoing programs to identify and address areas in need of maintenance, repair or replacement
 - An efficient maintenance request and response process
 - Appropriate risk management processes and strategies
 - A periodic process to analyse the current capacity of buildings, plant, equipment, College vehicles (including buses), sports surfaces, gardens and other external areas to meet the projected demands for future usage.
 2. **Project consulting and project management**
Undertake a wide range of minor building and development projects and provide specialist consulting, coordination services and project management in respect of larger building and development projects.
 - Take a proactive approach to identifying buildings, infrastructure and major equipment that will require replacement, renovation, upgrade or major work into the future
 - Cost, plan and manage approved minor works projects
 - Provide significant advice and input into the planning of major works projects
 - Undertake appropriate project management functions during the course of the project, as is relevant to the type of project, including liaison with builders and contractors

3. **Budgets and Financial Management**

Working with the Business Manager, provide input and advice in respect of the compilation of the College's annual budget relating to the running of the Property Department and the College's maintenance program, including;

- Responsibility for operating within the financial constraints of approved budgets
- Preparing of detailed annual budget submissions and provision of advice to the Business Manager regarding annual budgets related to the Property Department
- Undertaking continual monitoring and review of operations against approved budgets to ensure that the expenditure is contained within budgetary parameters
- Providing Property staff with an understanding of the financial parameters within which the department works and ongoing feedback regarding the departments financial operation

4. **Development and implementation of operational procedures**

Working with the Business Manager, develop and implement detailed operations manuals that will form the basis of Property staff delivering customer orientated operational results which can be produced consistently, time after time.

- Ensure that operations manuals contain sufficient detail and direction to assist Property staff in achieving desired outcomes
- Ensure that staff are trained in, understand and work to the operations manuals and encourage them to suggest ways of improving the processes and outcomes
- Ensure that all critical knowledge pertaining to the Property Department is protected and managed within or via the operations manuals.

5. **Staff and contractor management and administration**

Responsible for the efficient operation, administration and appropriate resourcing of the Property Department, including staffing and contractor management;

- Directly supervise the College Property staff
- In consultation with the Business Manager and Headmaster engage permanent and casual staff
- Ensure the efficient deployment of Property staff
- Undertake staff administrative functions including staff rosters, leave approvals and overtime approvals
- Undertake appropriate inductions for new Property staff and all contractors to the school
- Ensure that staff undertake appropriate professional development activities so that their skills and knowledge are maintained at appropriate levels
- Mentor, guide, enthuse and focus all staff of the department and engender a customer/client focused culture
- In consultation with the Business Manager, establish a panel of reliable key contractors to provide a high level of service and timely response to emergency situations, and at appropriate charge rates
- Engage and direct all contractors in accordance with College procedures.

6. **Security**

Take responsibility for College security and respond to breaches of security, including after-hours response in appropriate circumstances.

- Continually assess and address security needs on a proactive basis, including prevention, detection, surveillance, access and restriction approaches to campus security
- Maintain and operate the electronic security and access system throughout campus
- Be the primary contact person and arrange alternative after-hours security inspections/patrols
- As necessary, report security breaches to the Headmaster and Police and prepare necessary information and reports for insurance purposes
- Ensure that all regulatory checks and service requirements are undertaken in respect of security installations, appliances and equipment, including fire safety equipment and installations

7. Compliance with regulatory and WHS requirements

Ensure that the College complies with its regulatory requirements in respect of the upkeep, maintenance and ongoing use of buildings, vehicles (including buses), grounds and equipment. In particular;

- Be a champion for the ideals of work health and safety and the establishment and maintenance of a safe environment
- Establish and maintain a process for identifying and addressing regulatory testing and other requirements to meet WHS obligations as they relate to buildings, grounds, infrastructure, plant and other equipment
- Ensure that the staff of the Property Department are:
 - aware of their WHS requirements and obligations
 - are committed to safe working practices and maintaining a safe working environment; and
 - are appropriately trained and resourced to undertake their tasks in a safe and healthy manner
- Ensure that the College's buildings, grounds, vehicles (including buses) and equipment are maintained in a condition that allows for staff, students, contractors, visitors and the broader College community to use them safely and without risk to their health, safety and wellbeing
- Serve as a member of the College's Work Health and Safety working group and proactively assist the group to achieve its goals and obligations

8. Other Duties

This list of specific key responsibilities is not exhaustive and is subject to change with the changing needs of the College therefore there is an expectation that the Property Manager will undertake other duties as from time to time directed by the Headmaster or Business Manager.

Selection Criteria

Key Selection Criteria: Qualifications, Skills and Experience:

Essential

- Demonstrated experience in a similar role
- Trade qualifications and/or tertiary qualifications and/or extensive experience in business/project management or similar
- Demonstrated experience in costing building projects and project management
- Ability to read and understand technical site/ building drawings
- Excellent organisational and planning skills
- Demonstrated ability to lead and manage staff
- Sound computer literacy skills
- Keeps abreast of changes and updates to relative legislation, standards, codes of practice and industry best practice
- Possess sound knowledge of WHS, building regulation and other relative legislative and industry requirements
 - Current First Aid certificate
 - Current Working with Children Check Number for paid work.

• **Desirable**

- Knowledge and understanding of College operations
 - Heavy Vehicle Licence

• **Key Selection Criteria: Personal Qualities:**

- Customer service focussed
- Excellent organisational and planning skills
- Ability to prioritise and meet deadlines with conflicting demands
- Analytical and solutions focussed
- Has a proactive approach
- Well-developed interpersonal skills
- Ability to maintain productive and supportive working relationships
- Collaborative and cooperative nature

• **Safety and Wellbeing:**

- All staff must:
- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
- Report all accidents, incidents and hazards to their supervisors as soon as is practicable.
- Read and adhere to all College WHS policies and procedures

Please provide written responses describing how you have demonstrated the following;

- A personal commitment to the Lord Jesus Christ and attendance at a Christian Church on a regular basis
- Acceptance of the College's Statement of Faith and living a lifestyle consistent with this
- To work as a member of a team
- Self-motivated, organised and pro-active
- Computer skills – MS Office and other relevant platforms
- Ability to communicate effectively with adults and students
- Ability to be committed to the establishment and maintenance of quality relationships with students, staff, parents and the wider College community

Hours, Remuneration, Terms & Conditions

- Full-time, Annual position – hours to be negotiated
- Remuneration, terms and conditions will be as per the [Independent Schools NSW \(Support and Operational Staff\) Multi-Enterprise Agreement 2017](#)

Application Process

Interested applicants should submit the following:

- Download and complete the [Support and Operational Staff Application Form](#)
- A cover letter addressing the selection criteria (no more than two pages) including how you are demonstrating the following:
 - A personal commitment to the Lord Jesus Christ and attendance at a Christian Church on a regular basis.
 - You live a lifestyle consistent with the College's Statement of Faith.
- A signed [Penrith Anglican College Statement of Faith](#)
- A Curriculum Vitae.
- Three Referees, one of whom should be your Church Minister or Pastor.
- Copies of qualifications.
- Current Working with Children Check Number for paid work.
- '100 Point' proof of identity (eg passport, birth certificate and licence/Medicare Card).

Penrith Anglican College complies with the requirements of the *Child Protection (Working with Children) Act 2012*. This position requires the successful applicant to have a new Working with Children Check in accordance with the *Child Protection (Working with Children) Act 2012*.

Applications close on 9.00am Wednesday 13 September 2017 and must be emailed to applications@penrith.nsw.edu.au