Westminster School is a Uniting Church, coeducational day and boarding school that cares for 1200 students from Early Learning Centre to Year 12. Our School was established in 1961 and is located on 23 hectares 11 kilometres south-west of the city centre of Adelaide. Westminster’s holistic approach to education ensures that the social, emotional, spiritual and physical wellbeing of each student complements their academic success

POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position name</th>
<th>Property Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area of School</td>
<td>Maintenance</td>
</tr>
<tr>
<td>Conditions of Employment</td>
<td>Individual Employment Contract</td>
</tr>
</tbody>
</table>

Key Relationships: Whilst all staff are responsible to the Principal, the Property Manager reports directly to the Director of Corporate Services and is a member of the School’s Business Management Group. The Property Manager is responsible for the Maintenance Department staff as direct reports. Due to the nature of the role, it is expected that the Property Manager maintain positive and supportive working relationships with staff at all levels, a number of the School’s community groups, external contractors and be a member of appropriate professional bodies, groups and networks outside of the independent school sector.

Broad Objective:
The Property Manager’s objective is to assist and consult with, the Director of Corporate Services in taking responsibility for the management and efficient operation of the Property Maintenance Department, including the maintenance and development of buildings, grounds, plant, equipment 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 Maintenance team consisting of a Maintenance Supervisor, Senior Greenkeepers, Caretaker, maintenance and grounds staff and supported by trade contractors.

Key Responsibilities

1. **Maintenance of buildings, plant, equipment, sports surfaces, gardens, landscaping and external areas**
   Ensure, in collaboration with the Maintenance Supervisor and Senior Greenkeepers, that all buildings, plant equipment, external sports surfaces, gardens and landscaped and other areas are prepared and maintained in a serviceable, safe and presentable state, reflecting the School’s image of a leading independent school. 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, 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**

Provide input and advice in respect of the compilation of the School’s annual budget relating to the running of the Property Maintenance Department and the School’s maintenance program, including:

- Responsibility for operating within the financial constraints of approved budgets.
- Preparing of detailed annual budget submissions and provision of expert advice to the Director of Corporate Services regarding the establishment of annual budgets.
- Undertaking continual monitoring and review of operations against approved budgets to ensure that the expenditure is contained within budgetary parameters.
- Providing Maintenance staff with an understanding of the financial parameters within which the Department works and ongoing feedback regarding the Department’s financial operation.

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

Develop and implement detailed operations manuals that will form the basis of Maintenance 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 Maintenance 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 Maintenance 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 Maintenance Department, including staffing and contractor management:

- Directly supervise the Caretaker, Maintenance Supervisor and Senior Greenkeepers.
- Provide guidance to and establish delegations under which the Maintenance Supervisor and Senior Greenkeepers supervise and direct their respective staff.
- In consultation with the Director of Corporate Services and Human Resources Department, engage permanent and casual staff.
- Ensure the efficient deployment of Property Maintenance staff.
- Undertake staff administrative functions including staff rosters, leave approvals and overtime approvals.
- Undertake appropriate inductions for new Maintenance 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 Director of Corporate Services, 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 School procedures, delegating where appropriate to the Maintenance Supervisor and Senior Greenkeepers.

6. **Security**
Take responsibility for campus 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.

• Ensure that the Caretaker undertakes regular after-hours security inspections, under appropriately defined procedures.

• Be the primary contact person and arrange alternative after-hours security inspections/patrols at times when the Caretaker is not on duty.

• As necessary, report security breaches to 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 School complies with its regulatory requirements in respect of the upkeep, maintenance and ongoing use of buildings, 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 Maintenance Department are:
  o aware of their WHS requirements and obligations;
  o are committed to safe working practices and maintaining a safe working environment; and
  o are appropriately trained and resourced to undertake their tasks in a safe and healthy manner.

• Ensure that the School’s buildings, grounds and equipment are maintained in a condition that allows for staff, students, contractors, visitors and the broader community to use them safely and without risk to their health.

• Serve as a member of the School’s Health and Safety Committee and proactively assist the Committee to achieve its goals and obligations.

8. **Other duties as required from time to time as directed by the Director of Corporate Services and/or the Principal.**
DELEGATIONS
The Property Manager has the autonomy to manage the following delegations:

- Full authority for the management of the Department within approved policies and guidelines.
- Authority to commit operating expenditure within approved operational budgets and approved special project funding.
- Authority to commit capital expenditure for specific purposes within approved capital budgets or special capital funding approvals.
- Authority to commit to ongoing contracts in value up to $30,000 per annum individually, for periods of not more than 36 months and within the confines of budgetary or special project allocations.
- Authority to develop and implement Departmental staffing guidelines and operational practices for the efficient and safe operation of the Department and to require staff to adhere to these guidelines and practices.
- Authority to develop and implement Departmental staffing programs or other training programs subject to budgetary constraints and School guidelines and policies for staff professional development.
- Authority to maintain and develop the built environment, grounds, gardens, landscaped and sporting surfaces within budgetary or special project approvals, not including work requiring significant changes to the appearance, use or function of build environs.
- Authority to manage external contractor relationships, including contract termination entered into within the Property Manager’s delegations, consulting the Director of Corporate Services as necessary.
- Authority to take any action deemed necessary:
  o in emergency situations to prevent injury to individuals;
  o to prevent any person from undertaking actions or being in situations which may be unsafe or endanger life or property;
  o to prevent damage to property, or to secure the physical assess of the School;
  o to close down any building or area, any item of plant or equipment considered unsafe; and
  o to liaise with persons affected by such action before or immediately after as appropriate.

Key Selection Criteria: Qualifications, Skills and Experience:

Essential

- Demonstrated experience in a similar role
- Trade qualifications and/or tertiary qualifications in business/project management or similar
- Current Builders Licence
- 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

Desirable

- Knowledge and understanding of school operations
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 Westminster WHS policies

Conditions of Employment:
- All applicants must be eligible to work in Australia
- All staff must satisfy child protection screening and adhere to Westminster’s Student Protection policy